

FOOD SERVICE OPERATIONS SAFETY INSPECTION CHECKLIST

Review and complete the food service operations safety inspection checklist frequently, at least once a month.

DATE: _____ FACILITY: _____
INSPECTED BY: _____ LOCATION: _____

STORAGE AREAS AND ATTIC	YES	NO	N/A	COMMENTS/ACTIONS
Floors are clean, dry and in good condition.				
Aisles are free of boxes and clutter.				
Electrical panels are accessible and labeled properly.				
Doors and latches work properly.				
Products and supplies are stored properly (e.g., light items on top, arranged to avoid toppling).				
Shelving is in good condition.				
Combustibles are kept away from heat sources (e.g., heating unit, hot water tank, electrical boxes).				
Outlets, switches and electrical components work properly.				
Ladders and step stools are in good condition, readily available and stored properly.				
Chemicals are labeled properly and separated from food products.				
Lights work properly.				
FOOD PREPARATION AND COOKING AREAS	YES	NO	N/A	COMMENTS/ACTIONS
Floors are clean, dry and in good condition.				
Floor mats are in good condition (e.g., lie flat, have smooth edges).				
Aisles are free of clutter.				
Drain screens are being cleaned regularly.				
Doors and latches work properly.				
Slicing machines, grinders and food processors are in good repair, with the proper guards in place.				
Knives are stored properly.				
Cutting boards are secured with non-slip mats.				
Deep-fat fryers are properly separated from grills.				
Grill and fryer exhaust system are clean and in good repair.				
Cooking oil is at room temperature before changing or straining.				
Food stations are clean and organized.				
Automatic dry-chemical extinguishing systems are operable in hoods and ducts above ranges, grills and fat fryers.				
A class K portable fire extinguisher has been inspected and serviced within the past year (check tag and gauge).				
A proper number of fire extinguishers have been changed and tagged to show the most recent service dates and monthly inspection dates.				

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FOOD PREPARATION AND COOKING AREAS	YES	NO	N/A	COMMENTS/ACTIONS
Combustibles are kept away from heat sources (e.g., ovens, grills, fryers, toasters).				
Outlets, switches and electrical components work properly and are GFCI-protected when necessary.				
Lights work properly.				
DINING AND RESTROOM AREAS	YES	NO	N/A	COMMENTS/ACTIONS
Floors are clean, dry and in good condition.				
High chairs, tables and seating are in good condition.				
Floor mats are in good condition (e.g., lie flat, have smooth edges).				
Product display equipment is in good repair (e.g., half-gallon cases, shelving, coolers, doors).				
Exit signs are illuminated.				
Outlets, switches and electrical components work properly.				
Fixtures in restrooms are in good condition.				
Lights work properly.				
A proper number of fire extinguishers have been changed and tagged to show the most recent service dates and monthly inspection dates.				
OUTSIDE SEATING AREAS AND PLAYGROUND	YES	NO	N/A	COMMENTS/ACTIONS
Walking surfaces are clean, dry and in good condition.				
Tables and seating are in good condition.				
Gates and access passages are locked.				
Playground equipment is in good condition (e.g., no missing parts, holes or tears, sharp objects).				
Playground equipment is inspected on a daily basis.				
Playground equipment is cleaned and sanitized frequently.				
Areas are free of debris and clutter.				
Areas are lit and lights work properly.				
EXTERIOR WALKWAYS AND PARKING LOT	YES	NO	N/A	COMMENTS/ACTIONS
Sidewalks and curbs are in good repair.				
Landscaping is trimmed away from walkways in order to eliminate possible hiding places.				
Parking lot is free of potholes and tripping hazards.				
Walkways are kept free of ice and snow.				
Dumpster area is in good condition.				
Outside lights work properly.				
Handrails and stairs are in good condition.				

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SAFE WORKING PRACTICES	YES	NO	N/A	COMMENTS/ACTIONS
Safety meetings are conducted at least once a quarter.				
Spills or dropped items are cleaned up promptly.				
"Wet Floor" warning signs are displayed when needed.				
Employees wear proper footwear.				
Cleaning supplies are labeled properly.				
Employees know where safety data sheets are stored.				
Proper postings are displayed (e.g., OSHA, workers' compensation).				
Employees have completed safety training (e.g., bloodborne pathogens, hazard communication, slips/trips and falls).				
First aid kit is adequately stocked and accessible.				
ADDITIONAL AREAS OF IMPROVEMENT	YES	NO	N/A	COMMENTS/ACTIONS