



FOOD ESTABLISHMENT SELF-INSPECTION CHECKLIST

Checklist completed by :	Time:	Date:
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Note: the items that are bolded are critical violations that require immediate correction

S = Satisfactory N = Needs Improvement C = Needs Immediate Correction

Checklist	S	N	C	Action Taken
FOOD RECEIVING & STORAGE PRACTICES				
Food items are received from approved sources				
Food is wholesome and in good condition				
Upon receipt, food items at proper temperatures.				
Food is labeled and stored 6" off the floor				
Food storage rooms are clean and organized				
COLD STORAGE FOODS				
Refrigerator temperatures are below 40°F or less				
Cold foods are stored or displayed at 41°F or below				
Frozen foods are frozen in freezer				
Food products are covered within walk-in refrigerator				
Previously prepared potentially hazardous foods (PHFs) are labeled with date & time of preparation				
Prepared/opened PHF held more than 24 hours date marked for no more than 7 days and held \leq 41°F				
Raw eggs, seafood, meat & poultry stored separate or below ready-to-eat foods.				
Refrigerators & freezers maintained clean (Floors, walls, ceiling, fans & shelving)				
FOOD PREPARATION PRACTICES				
PHF thawed properly (under refrigeration, cold running water, or part of continuous cooking process)				
Food contact surfaces cleaned and sanitized				
Fruits & vegetables washed before preparation				
Cross-contamination avoided during food preparation.				
Separate cutting boards used for raw PHFs and all other foods				
Hands and equipment washed between tasks				
Prepared PHF cooled from 135°F to 70 °F within 2 hours and to 41°F within an additional 4 hours				
Hand contact with ready-to-eat food minimized				
Remaining foods served to customers always discarded (except prepackaged)				

Check list	S	N	C	Action Taken
COOKING & SERVICE				
Thermometers are calibrated				
Thermometers are used to verify food temperatures				
Hot PHFs held at 135°F or above				
Cold PHFs held at 41°F or below				
Time as a public health control policy/procedures in place- PHF cooked, served, or discarded at the end of 4 hours {no raw eggs for Highly Susceptible Population}.				
Sliced beef, steaks, fish & Eggs served immediately cooked to 145°F/ 15 seconds				
Ground meat, pork & pooled eggs for later service are cooked to 155°F/15 seconds				
Poultry, stuffed meat & stuffed pasta, PHF cooked in microwaves, and prepared PHFs cooked/ reheated to 165°F/15 seconds. {reheat using stoves/ovens/grills microwaves only}				
CONSUMER ADVISORY on menu or posted				
EMPLOYEE PRACTICES	S	N	C	Action Taken
Certified Food Manager(s) ON-SITE supervising food staff				
Employees wear clean clothing & effective hair restraints. Fingernails trimmed, filed, clean. Painted or fake nails are gloved.				
Employees preparing foods are not wearing jewelry on arms or rings (except plain band)				
Hand sinks accessible, in good repair and stocked (soap & paper towels)				
Employees wash hands only at the hand sink. Barriers used to turn off faucets/ open door handles				
Employees wash hands before starting work, after breaks.				
Employees use good hygiene practices while handling food.				
Employees observed washing hands between tasks (handling raw meats, garbage, mop, etc.).				
Employees free of any illness, cuts or infections.				
Employees do not eat, drink or smoke in food preparation, food service & food storage areas.				
KITCHEN & EQUIPMENT				
All food equipment is clean & in good repair.				
Food service sinks are cleaned & sanitized before use.				
All food equipment is washed, rinsed & sanitized after use.				
Sanitizing rinse at 3-compartment sink is a proper concentration. Test kits onsite.				____ppm chlorine/quat/iodine
Dishwasher final rinse at proper sanitizer concentration or temperature. Test kit or thermometer present.				____ppm chlorine ____ °F
Chemicals are labeled & stored separate from or below food and single service items.				

Check list	S	N	C	Action Taken
FACILITY				
Water from approved source.				
Hot & cold running water under pressure during all hours of operation.				
Proper sewage & waste disposal.				
Proper plumbing for equipment (open site drain, air gaps, back flow prevention).				
Walls, floors & ceilings kept clean & in good repair				
Restrooms cleaned & stocked: hand soap, paper towels, and waste can.				
Effective pest control in use – doors & windows closed, free of insect & rodent infestations.				
Dumpster lids kept closed & dumpster area kept clean.				

EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE

Fire, sewage back-up, NO hot/cold running water, no electricity, utility interruptions & inability to clean & sanitize, boil water order, closure for vacation, pandemic or business closure.

IMMEDIATELY NOTIFY THE HEALTH DEPARTMENT 508.979.4023 EXT 125

Additional Comments:

Fairhaven Health Department
 Fairhaven Town Hall
 40 Center Street, Fairhaven, MA 02719
 508.979.4023 ext. 125
BOH@Fairhaven-ma.gov

PHF= Potentially Hazardous Foods