



# Food Health Inspection Checklist

Use this checklist to conduct your self-inspection before every shift. We've left space under each category for you to add any additional areas of concern specific to your business. Remember, passing your health department food inspection comes down to a proactive approach.

Done	Refrigeration and Freezer	Comments
	Refrigeration is at 40° F	
	Freezer is at 0° F	
	Thermometers are easily visible	
	All shelves are clean and free of debris or leakage	
	All foods are properly labeled and dated	
	Foods are rotated with the oldest in the front (FIFO)	
	Items are separated, stacked, or shelved by type	

Done	Storage	Comments
	Dry food storage is at least 6" off the floor	
	All cleaning chemicals are separate from food items	
	Containers are labeled and dated	
	Foods are rotated with the oldest in the front (FIFO)	
	All shelves are clean and free of debris or leakage	
	No signs of pests (chew marks, droppings, nesting)	

Done	Labeling	Comments
	All labels are clear and legible	
	All items marked with product names and dates	
	No expired items are on the shelf	
	Allergens are clearly marked	

Done	Cleaning and Sanitation	Comments
	Tools and utensils are clean	
	Tools and utensils are free of cracks or dents	
	Work surfaces are clean and wiped down regularly	
	Work surfaces are free of cracks or dents	
	Wash station has three sink basins (wash, rinse, sanitize)	
	Water for sanitization is heated to at least 171° F	
	Sanitizer solutions are mixed according to directions	
	All items are air-dried	
	All surfaces (including shelving and appliance tops) are clean and free of dust	
	Garbage is emptied regularly and removed to the designated area	

Done	Personal Hygiene	Comments
	Handwashing sink is available at all times	
	Employees are wearing appropriate PPE	
	Bandages and wounds are covered	
	Jewelry is simple or removed	
	Clothing is clean	
	Close-toed shoes	
	Employees wash their hands after handling raw food, money, or switching stations	
	Employees wash their hands when they arrive and after breaks	
	Employees wash hands after coughing, sneezing, or touching their face/body	
	Food is handled using appropriate utensils or gloved hands	

Done	Food Preparation	Comments
	Hot prepared foods are kept at or above 140° F	
	Cold prepared foods are kept at or below 40° F	
	Clean utensils used at all times	
	Staff wear appropriate PPE	
	Work surfaces are clean and wiped down regularly	

Done	Pest Control	Comments
	Check all live traps; remove and replace if triggered	
	Inspect all dry food containers for signs of infestation (chew marks, holes, rips)	
	Check floor and shelves for signs of infestation (nesting, droppings, insect castings)	
	Clean up any food spills or leaks	

**Comments / To-Dos:**


**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_