



# Existing Food Establishment Checklist

Establishment Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Attach proposed menu. Provide complete notes about how compliance was determined whenever applicable. Specifically describe the methods and results for any on-site reviews regarding hot water, water supply and sewage disposal systems. Document what equipment requires mechanical ventilation.

ITEM	SAT	NOT APP.	**NEED MORE INFO.	COMMENTS
Food Flow (raw, RTE, etc.)				
Solid Waste Flow				
Dish/Utensil Flow				
Person In Charge (manager knowledge/certification)				
SOPs (employee training, hygiene, cooling, etc.)				
Bare Hand Contact Plan (not required to be reviewed prior to use)				
Consumer Advisory				
Thawing Practices				
Cooking & Reheating Practices				
Hot & Cold Holding Practices				
Ice as Refrigerant				
Time as a Public Health Control				
Cooling PHF				
Food Preparation				
Self-Service (temperature, sneeze guards, monitoring, construction)				
Work Space & Aisles				
Raw Food Prep Area				
Equipment (construction, installation, cleanability, clean-in-place, adequate number)				
Countertops & Cutting Boards				
Catering Operations				
Cross-Connections				
ITEM	SAT	NOT	**NEED	COMMENTS

		APP.	MORE INFO.	
<p>Water Heaters Properly Sized</p> <p>To conduct an on-site hot water test, check initial hot water temperature, fill dishwashing sink and run dishmachine for several cycles once proper temperature is obtained. Run water in mop sink and handsinks. Check final water temperature. Verify that minimum required temperatures can be obtained before and after.</p>				<p>Initial hot water temp: _____°F            Final hot water temp: _____°F            Water Heater:            Make, model:            _____            BTU:            _____            KW: _____            Gallons Storage:            _____</p>
Hot Water Supplied to all Necessary Fixtures & Equipment				
Laundry Facilities				
Room Finishes				
Water Supply Adequacy				
Sewage Disposal Adequacy				
Employee Rest Rooms				
Dressing Rooms				
Personal Item Storage				
Soiled Dish Storage				
Clean Dish Storage				
Separate Toxic Storage				
<b>ITEM</b>	<b>SAT</b>	<b>NOT</b>	<b>**NEED</b>	<b>COMMENTS</b>

		APP.	MORE INFO.	
Linen Storage				
Refrigerated Storage Adequacy				
Dry Storage Adequacy				
Storage (6" off floor, overhead leakage & splash protection)				
Raw Food Prep Sinks				
Handsinks (number, location, soap, towel, sign, approved faucet)				
Mop Sink (provided, location, facilities to hang mops & brooms)				
Dishwashing Sinks (size, number compartments, location, flow direction, materials, installation)				
Dishmachine (capacity, flow, construction, installation)				
Pest Control / Exterior Openings Protected				
Solid Waste - Outside				
Solid Waste - Inside				
Ventilation (Air Balance, Equipment Vented)				
Lighting Adequate & Shielded				
Bottle Return Area				
Processing (vacuum packaging, smoking, repackaging)				
Bulk Food (display & storage)				

\*\*Provide documentation in file for all items marked "need more information".

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

**List major pieces of equipment reviewed on-site (e.g., Jackson single-tank Q-2020 dishmachine) and any notes:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---