



# Summary Checklist to Prepare for Preoperational Inspection (Operator's List)

## MENU

- ☐ Menu has been reviewed by the Health Department before the preoperational inspection
- ☐ Correct consumer advisory in place on the menu if applicable (disclaimer, warning and correct font size/in all capital letters—see page 76 of the food code)

## FACILITY

- ☐ Make sure all walls in food prep and ware washing areas are easily cleanable
- ☐ Replace any missing floor or ceiling tiles and eliminate ALL carpet in the food prep areas
- ☐ Provide an area for chemical storage to prevent contamination of food, equipment, linens, utensils, and single service articles.
- ☐ Be sure there is adequate dry storage space
- ☐ Make sure all lights are properly shielded or shatter proof
- ☐ All entrance/exit doors and restroom doors must have self-closing devices
- ☐ Thoroughly clean all floors, walls, and windows
- ☐ Have a designated area for employees to eat, drink and store personal items to prevent contamination of food, equipment, linens, utensils, and single service articles.
- ☐ If necessary, identify certified pest control operator (permits may not be issued if a pest problem exists in the facility)
- ☐ Appropriate non smoking signs, hand washing signs, choking posters and any other necessary signage must be posted prior to opening inspection
- ☐ Set aside a small area for food containers that are delivered damaged or spoiled (ex: dented cans) as these foods should NOT be used for public consumption
- ☐ Eliminate all unsealed wood in the facility or else cover with heavy-duty semi gloss paint of white/light-colored finish
- ☐ Ensure all holes, cracks, and gaps are sealed from the outside
- ☐ Restrooms for females must have a covered waste receptacle in them, if restroom is unisex, a covered waste receptacle must be provided

## EQUIPMENT

- ☐ Vegetable sink installed (if applicable)
- ☐ Mop Sink installed
- ☐ Hand washing sink/s installed conveniently and in proper number/s
- ☐ Three compartment sink installed properly
- ☐ Confirm that the following types of equipment (if applicable) are installed with the approved indirect connections (air gaps) to sewerage/floor drains:
  - All food prep sinks
  - Three compartment dish sink
  - Four compartment dish sink
  - Ice machine
  - Ware washing machine



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### **EQUIPMENT CONTINUED**

- ☐ Obtain NSF or ANSI certified food grade commercial equipment
- ☐ Obtain NSF approved food safe grade containers with tight fitting lids for storage in all coolers and dry storage areas
- ☐ Eliminate all residential-grade equipment in the food prep areas, and if necessary, replace with commercial-grade
- ☐ Eliminate or repair any non-functioning equipment before opening inspection
- ☐ All refrigeration units must have a working thermometer located in the warmest part of the coolers and should read at 41° Fahrenheit or below
- ☐ All shelving must be sealed, easily cleanable, and non absorbent as well as 6 inches or more above the floor (all food and clean dish storage)
- ☐ Make sure that all gaskets on refrigerators and freezers are clean, attached securely to the frame of the doors, and in good repair
- ☐ Have at least one food thermometer on site that is appropriate to your menu
- ☐ Choose a chemical sanitizer for the manual ware washing procedure, the dish machine, and all wiping cloth buckets
- ☐ If using a high temperature ware washing machine, be sure the rinse cycle temperature reaches 180° Fahrenheit for proper sanitation

### **HANDWASHING**

- ☐ Provide paper towels and soap at all hand washing sinks
- ☐ Make sure to have proper hand washing signs posted at all hand washing sinks, including the restrooms
- ☐ Trash cans must be available at all hand washing stations
- ☐ Must provide hot water at 100° Fahrenheit to all hand sinks for proper hand washing

### **POLICIES AND PROCEDURES**

- ☐ Have a procedure in place for washing and sanitizing larger equipment that can't fit in the three compartment sink or mechanical ware washing machine
- ☐ Procedures and policies must be in place for properly reheating, cooling, and using time as a control (if applicable) for potentially hazardous food items
- ☐ Make sure all employees cooking and handling food know how to properly calibrate the thermometer and take the temperatures on different types of food items
- ☐ Make sure to have an employee health policy in place and be sure all employees abide by and understand it



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### TRAINING

- ☐ At least one person involved in the daily operation of the facility needs to be registered for a Certified Food Safety Manager's Training Course before the opening inspection and class must be completed within 90 days of opening inspection
- ☐ Schedule a training with the Environmental Health Office to train food service staff, if needed, before opening
- ☐ Be able to demonstrate proper knowledge and/or have CFSM in place (see page 26-28 of the food code)
- ☐ Identify and properly train a person in charge (PIC) for the facility if the CFSM is ever not at the establishment

### WATER DISPOSAL & SEWAGE SUPPLY

- ☐ Make sure all hot water is working at each sink
- ☐ Must have an approved water supply (if your facility is on a well, it must be tested)
- ☐ Grease trap installed and approved to meet code requirements (if applicable/check local municipality)

### MISCELLANEOUS

- ☐ Get in touch with the local Fire Marshal/Code Dept. to have the hood vent inspected and approved (some municipalities require independent companies to perform these tests)
- ☐ Outside garbage receptacles should be on a nonabsorbent material, such as concrete or asphalt, slanted, have a drain plug and tight fitting lids to be closed at all times
- ☐ Be sure to have the proper sanitizer test strips and make sure employees know how to properly use them

**\*PLEASE BE ADVISED THIS IS NOT A COMPREHENSIVE LIST OF REQUIREMENTS TO OPEN A RESTAURANT. THIS SUMMARY CHECKLIST SERVES AS A TOOL TO EXPEDITE OPENING YOUR FACILITY.**

**\*IF YOU ARE NOT ABLE TO CHECK ALL BOXES OFF THIS LIST, YOU ARE NOT READY FOR YOUR OPENING INSPECTION.**