

## Food Service Operations Sanitation Checklist

Directions: Place a mark(X) in box for each item correctly completed. Add # of marks and record # in 'total correct' line. Divide by total number of items and multiply by 100 to determine %.

General	X for OK	Follow-Up
1. Locker rooms, employee lounge cleaned	X	
2. Walls and ceilings are clean and in good repair. Light colored, smooth, nonabsorbent materials. Free from spills, splatters, grease marks, scrapes.	X	
3. Floors are clean - no evidence of crumbs, dirt. Equipment on casters to facilitate cleaning underneath. Casters and wheels are clean.	X	sweep + mop floors
4. Countertops are clean, free of grease, stains or build-up. No unnecessary clutter. Cleaned and sanitized after each use.	X	
5. Cupboards free of unnecessary clutter. Shelves and corners clean. Doors inside and out are clean and free of grease.	X	
6. Drawers free of unnecessary clutter. Clean in corners, crevices, inside and out.	X	
7. Sanitizing/cleaning solution available in labeled container, changed frequently, daily.	X	
8. Employees wear hair protection during all food preparation.	X	
9. Proper use of plastic gloves during all food preparation.	X	
10. Proper tasting techniques are used during food preparation.	X	
11. No eating is done in the kitchen area.	X	
12. Sinks are free of stains, grease, stuck-on food particles and dirt. Dirty utensils are not left in the sink.	X	dish room sinks to be cleaned + sanitized
13. All equipment is cleaned and sanitized after each use.	X	
14. All utensils, dishware, etc. are cleaned and sanitized after each use.	X	
15. Dirty towels and rags are placed in appropriate containers for cleaning after each use. Potholders are cleaned frequently.	X	
16. Chipped or cracked utensils are disposed of immediately, including trays.	X	
17. Stove and oven are free of grease, burned on foods or spills.	X	
18. Garbage containers are clean. Liners changed frequently. Lids in place at all times.	X	
19. Effective measures are utilized to prevent/eliminate insects and rodents. No evidence of infestation or rodents.	X	fruit flies near soft drinks
<b>General</b>	<b>X for OK</b>	<b>Follow-Up</b>



2. All food items off the floor and away from walls.	X	
3. All opened food items wrapped/sealed tightly, labeled, dated.	X	
4. Thermometer(s) visible and at correct temperature.	X	
5. All dented cans removed from regular storage.	X	
6. Aisles adequate for movement.	X	
7. Area adequately lit and ventilated.	X	

**Dish Machine Area**

1. Tanks drained, jets clear.	X	
2. Inside tank clean, free from debris.	X	
3. Control on/off.	X	
4. Dish racks arranged neatly.	X	
5. Floors clean, free from debris.		
6. Walls, ceilings, free from debris.		
7. Sinks, faucets do not leak, drain operating.	X	
8. Grease trap clean.	X	
9. Garbage cans scrubbed clean, lined with fresh bag, and covered.	X	
10. Fans clean, free from lint.	X	
11. All carts cleaned, sanitized, and free from debris, wheels clean and operable.	X	wipe down carts
12. Clean dishes and wheel carts properly stored.	X	
13. Soap dispenser, hand wash area full and operating.	X	

**Dishroom Procedures**

1. Logbook of temperatures complete.	X	
2. Dishmachine temperatures are appropriate.	X	
3. Employees follow proper procedures to prevent contamination of dirty dishware.	X	
4. Appropriate hair covering and uniform covering is worn by employees at all times.	X	
5. Plastic gloves are used appropriately.	X	
6. Clean dishware is stored correctly to prevent recontamination.	X	
7. Traycards are cleaned after each meal.	X	
8. The dishroom is cleaned after each use daily.	X	
9. The dishmachine is cleaned daily and delimed on a scheduled basis.	X	

**Pot Area**

1. All 3 sinks cleaned and free from debris and grease.	X for OK	
2. Drain clean, free from debris.	X	

Follow-Up  
sinks need to be wiped, sanitized

3. Garbage disposal clean, in proper working order.	X	
4. Procedure for manual washing, rinsing, sanitizing displayed.	X	
5. All pots/pans are clean to touch and non-greasy.	X	
6. All pots/pans are stored neatly.	X	

**Chemical Room**

1. All chemicals clearly labeled and put away.	X	
2. Area free from personal belongings.	X	
3. Area free from food items and kitchen equipment.	X	
4. Floors, walls are cleaned.		Floors to be swept/mapped
5. Hand facility maintained with soap and towels.	X	

**Mop/Broom Area**

1. All mops rung dry and hung on racks.	X	
2. All buckets emptied and clean.		clean mop buckets
3. Area free from food items and clean kitchen equipment.	X	
4. Walls, floors are clean.	X	
5. Garbage containers are clean, covered, bag in place.	X	

**Trayline Area**

1. Trayline conveyor belt clean and free from kitchen equipment.	N/A	no conveyor
2. Shelves clean, organized, and free from personnel belongings.	X	
3. Counter top clean, free of grease.	X	
4. Refrigerator(s) at correct temperature with thermometer visible.	X	
5. Food temperature log completed for all meals.	X	
6. Refrigerator clean, with all food items wrapped, labeled, and dated.	X	
7. Condiments stocked.	X	
8. Microwave clean, free of grease.	N/A	no microwave @ trayline
9. Drawers, bins clean and organized.	X	
10. Floors, walls clean.	X for OK	Sweep/mop floors Follow-Up

**Trayline Area**

11. Pilot, plate warmers turned on/off.	X	
12. Garbage containers are clean, covered, bag in place.	X	
13. Employees adhere to established uniform policy.	X	

14. Proper handwashing technique followed before/during trayline operation.	X	
15. Hairnets/defined hair covering worn at all times.	X	
16. Plastic gloves worn at all times where appropriate.	X	
17. All food items covered/protected.	X	
18. Proper tasting techniques used.	X	
19. Portioning of food is done with appropriate equipment and using correct procedure.	X	
20. Employees protect food during sneezing, coughing, etc. Handwashing evident following this activity.	X	
21. Plates hot before trayline service and remain hot during service.	X	
22. Refrigeration/cooling units on trayline are appropriate temperature before and during service.	X	
23. Warming units on trayline are appropriate temperature before and during service.	X	
24. Food carts are cleaned and sanitized 3x daily, check wheels.	X	etc
25. Food carts leave the kitchen in timely manner to assure good holding temperature maintained.	X	

**Food Temperatures**

1. Food temperature log completed.	X	
2. Food temperatures accurate.	X	

**Cook's Area**

1. Equipment turned on/off.	X	
2. Equipment clean, free of grease.	X	
3. Refrigerator clean with all food items wrapped, labeled, and dated.	X	
4. Production sheets available; correctly completed.	X	
5. Utensils drawer clean, free of debris.	X	
6. Meat slicer clean, free of grease.	X	
7. Knives are stored safely.	X	
8. Counter tops clean, polytops free from cuts and mold.	X	
9. Cutting board free from mold and cracks.	X	

**Cook's Area**

10. Fans/vents equipped with filters and free of grease.	X	
11. Area free from damaged electrical wires.	X	
12. Movable equipment with wheels clean, free from debris.	X	

X for OK Follow-Up

Total Correct	114	
Total Number of Items	127 (12 N/A)	
% Compliance	89.8%	90%
Completed By	Alicia Blaine, Dietetic Intern	