

Food Service Establishment Self-Inspection Checklist

This checklist is designed to help your establishment remain in compliance with current rules that prevent foodborne illness. Numbers listed correspond with health inspection items on the official Inspection Report.

MEASURES TO REDUCE FOODBORNE ILLNESS RISK FACTORS		
STAFF	Yes	No
Person in charge is present, performing duties, and meets food safety knowledge or certification requirement.(1)		
Management is aware of symptom and illness reporting, restriction, and exclusion rules.(2)		
All employees are informed of symptom and illness reporting requirements.(2)		
All employees in the facility are free of persistent coughing, sneezing, runny nose, and watery eyes and free of symptoms and illnesses requiring reporting, exclusion, and restriction.(5)		
Drinking and drink storage requirements are being followed.(4)		
Eating and smoking activities are only occurring in appropriate designated areas.(4)		
COOKING & FOOD PREPARATION	Yes	No
Foods are cooked to proper minimum temperatures, verified with a calibrated thermometer.(16)		
There is no bare hand contact with ready to eat foods.(7)		
Single-use gloves are being used for only one task.(13)		
Food is not being served if it is unsafe, contaminated, unprotected, or previously served unwrapped.(15)		
Specialized food processes have been approved by TN Dept. of Health and established procedures are followed.(27)		
FOOD PURCHASING/RECEIVING	Yes	No
Food has been obtained from approved sources.(9)		
Food is received at proper temperatures(10), in good condition, and with intact packaging.(11)		
If shellstock used, shellstock tags are complete and available for 90 days.(12)		
If raw fish are served, proper parasite destruction records are available.(12)		
CLEANING & SANITIZING	Yes	No
All food contact surfaces of utensils and equipment are cleaned and sanitized; in use equipment cleaned and sanitized every 4 hours.(14)		
Hot water is at sanitizing temperature/sanitizer test strips available and used.(14)		
Chemical sanitizer solutions have proper concentration, verified with chemical test kit.(26)		
STORAGE & INGREDIENTS	Yes	No
Raw animal foods are separated by minimum cook temperatures.(13)		
No ready-to-eat foods are at risk of contamination by raw animal foods.(13)		
Stored foods are covered, unless cooling, and not in contact with soiled equipment/utensils.(13)		
All refrigerated, ready-to-eat, TCS foods held longer than 24 hours are date marked with a "use by" date within 7 days from the date they were prepared/opened.(21)		
All date marked foods past their "use by" date have been discarded.(21)		
If serving a highly susceptible population: non-pasteurized juices, raw or partially cooked animal foods, raw seed sprouts are not served.(24)		
Only pasteurized eggs are used in recipes for undercooked eggs.(24)		
Food and color additives are used properly and sulfites not applied to fruits/vegetables for raw consumption.(25)		
HOLDING, COOLING, & REHEATING	Yes	No
Before placed in hot holding, reheated foods are heated from $\leq 41^{\circ}\text{F}$ to $\geq 165^{\circ}\text{F}$ for at least 15 seconds.(17)		
Foods being cooled are cooled from $\geq 135^{\circ}\text{F}$ to $\leq 41^{\circ}\text{F}$ in 6 hours or less, and in the first 2 hours foods reach $\leq 70^{\circ}\text{F}$; verified by a calibrated thermometer.(18)		
Foods in hot holding are $\geq 135^{\circ}\text{F}$ and foods in cold holding are $\leq 41^{\circ}\text{F}$, verified by a calibrated thermometer.(19,20)		
If using time instead of temperature: Food is marked to indicate when food is to be discarded (≤ 4 hours after removal from temperature control or ≤ 6 hours if initial food temperature is at or below 41°F and does not exceed 70°F during holding), and written procedures identify the foods held using time and how establishment will ensure they are at the proper time.(22)		
FACILITY	Yes	No
Handwashing sinks are operational, accessible, and properly equipped with soap and hand drying provisions.(8)		
Consumer advisory in customer view identifies items that may be served raw, partially cooked, or undercooked.(23)		
Toxic chemicals (cleaning agents, sanitizers, pesticides, medicines, etc.) are securely contained, labeled, separated, and not above food, equipment, utensils, or linens.(26)		

For more information, visit www.knoxcounty.org/health/food_protection or call (865) 215-5200.

ADDITIONAL MEASURES TO CONTROL FOOD CONTAMINATION		
COOKING & FOOD PREPARATION	Yes	No
Food workers have clean outer clothing, effective hair restraints, wear no jewelry other than plain wedding band, and wear clean gloves in good repair if wearing nail polish or artificial nails.(38)		
Only approved thawing methods are being used (refrigeration, during cooking, under running water for proper time and at appropriate temperature, etc.)(33)		
Foods packaged in the establishment meet labeling requirements (requirements may include common name of food, list of ingredients, major food allergen information, nutrition labeling, etc.)(35)		
If using specialized processing methods (smoking for preservation, curing, reduced oxygen packaging, sprouting seeds/beans, using food additives, etc.) a variance has been obtained from TN Dept. of Health.(30)		
Gloves are being properly used, including hands washed before putting on gloves; gloves changed when they are damaged/dirty, tasks are changed, after handling dirty utensils/equipment, after working with raw meat; and when employees are finished using gloves, gloves are discarded and hands are washed.(44)		
CLEANING & SANITIZING	Yes	No
Wiping cloths that are not dry are being stored in sanitizing solution when not in use, with proper sanitizing solution concentration verified by chemical test kit.(39)		
Ware washing facilities are being used appropriately (for cleaning and sanitization of food contact surfaces), with proper sanitizing procedures (verifying proper water temperature and/or chemical sanitizer concentration.)(46)		
STORAGE & INGREDIENTS	Yes	No
Only pasteurized eggs are used when eggs are used as an ingredient in ready to eat foods.(28)		
Foods in freezing storage are frozen, and flow of frozen food ensures foods remain frozen until taken out for cooking/preparation.(31)		
Containers holding food or food ingredients are clearly labeled with the common name of the food.(35)		
Raw shucked shellfish are labeled with name, address, cert. #, and sell by date/date shucked.(35)		
Contamination of food is being prevented during preparation, storage, and display.(37)		
Raw fruits and vegetables are washed before preparation or before being served as ready-to-eat.(40)		
UTENSILS & EQUIPMENT	Yes	No
Thermometers calibrated and used to monitor cooking, holding, cooling, reheating, and storage temperatures.(34)		
Utensils in-use are properly stored (in the food, in a container of $\geq 135^{\circ}$ F water, under running water, etc.)(41)		
Utensils, equipment, and linens are properly dried, stored, and handled.(42)		
Single-use articles are properly stored to prevent contamination, and are not being cleaned and reused.(43)		
HOLDING, COOLING, & REHEATING	Yes	No
Equipment meets capacity needs for cooling, heating, and holding hot and cold food at proper temperatures.(31)		
Cooling is done with approved methods: shallow pans, smaller portions, adding ice as an ingredient, etc.(31)		
If plant food is cooked for hot holding, food(s) reach at least 135° F before being placed in hot holding.(32)		
FACILITY	Yes	No
Pests are not present in the facility, and measures have been taken to prevent pests in the facility.(36)		
Food and non-food contact surfaces are in good repair and properly used.(45)		
Non-food-contact surfaces are clean and free of soil accumulations.(47)		
Toilet facilities are clean, stocked, door self closes, and the ladies' room contains a covered trash receptacle.(51)		
Garbage is properly disposed of and garbage areas (inside and outside) are not harboring pests and insects.(52)		
Physical facilities are properly cleaned and maintained: floors, walls, ceilings, outdoor areas, etc.(53)		
Ventilation is preventing accumulation of condensation, grease, and buildup.(54)		
Personal belongings properly stored to maintain clean and sanitary facility.(54)		
Lights are at adequate intensity.(54)		
Current food permit is posted (55) and most recent inspection report is posted.(56)		
WATER & SEWAGE	Yes	No
Water and ice are from an approved source.(29)		
Hot and cold water are available, water pressure is adequate, and hot water sufficient to meet peak demand.(48)		
Plumbing system is properly maintained with operational backflow devices.(49)		
Sewage and wastewater disposal systems are working properly and no sewage back-ups are occurring.(50)		