



Public Health
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Food Establishment Pre-opening Checklist

This checklist is provided as a tool to assist the owner/operator of a new or remodeled food service establishment to prepare the facility for the pre-opening inspection by Public Health, Delta and Menominee Counties (PHDM). While this checklist does not include all items to be checked at the pre-opening inspection, it will assist you in determining if you are ready for the inspection. Please contact PHDM at least one week prior to your pre-opening inspection to schedule an appointment.

Yes No N/A

___ ___ ___ Food service license application completed and required fee submitted to PHDM?

___ ___ ___ Standard Operating Procedures (SOP's) submitted to PHDM and approved copy available on site?

___ ___ ___ All cooking equipment installed according to plans and fully operational?

___ ___ ___ Cooking equipment exhaust hoods, make-up air units and HVAC systems installed according to plans and operational?

___ ___ ___ Copies of mechanical final approval submitted to PHDM or located on-site?

___ ___ ___ All other non-cooking equipment proposed during plan review installed and operational?

___ ___ ___ All permanent floor-mounted equipment anchored/sealed to adjacent surfaces and/or spaced to allow proper cleaning?

___ ___ ___ All "moveable" floor-mounted equipment provided with casters and/or quick-disconnect utility lines for proper cleaning?

___ ___ ___ All permanent countertop equipment anchored/sealed to adjacent surfaces and/or spaced for proper cleaning?

___ ___ ___ All "moveable" countertop equipment (≤40lbs.) Installed to allow for easy moving for proper cleaning?

___ ___ ___ Hot water heater with proper energy input and storage capacity installed and operational?

Yes No N/A

- ___ ___ ___ Numerically-scaled metal-stemmed food thermometers accurate to $\pm 2^{\circ}\text{F}$ available on site?
- ___ ___ ___ Refrigeration and freezer units installed according to plans and operational?
- ___ ___ ___ Refrigerators equipped with numerically-scaled thermometer accurate to $\pm 3^{\circ}\text{F}$?
- ___ ___ ___ Hot food holding cabinets and steam tables installed according to plans and operational?
- ___ ___ ___ Storage shelving units proposed during plan review installed?
- ___ ___ ___ Soap and paper towel dispensers installed; waste receptacles provided at all kitchen and restroom handwashing sinks (covered receptacles required in women's restroom)?
- ___ ___ ___ Outer openings equipped with either screening, self-closer, or other means of insect/vermin prevention?
- ___ ___ ___ Wood surfaces sealed or painted to facilitate effective cleaning?
- ___ ___ ___ Dishwashing equipment proposed during plan review installed and operational?
- ___ ___ ___ Chemical test kit provided to monitor sanitizer concentration?
- ___ ___ ___ Are all automatic ware washing fixtures (glass washers, chemical sanitizing and hot water sanitizing dish machines) fully operational and have they been equipped with properly calibrated chemical dispensing equipment?
- ___ ___ ___ Have all sanitizing reagents for manual ware washing (bar sinks and triple compartment sinks) and wiping cloth storage containers been obtained?
- ___ ___ ___ Are drain lines from ice bins, ice machines, bain maries, steam tables, dipper wells, culinary sinks, refrigerators without evaporators, or other equipment with clear water waste drainage air gapped to properly sized floor sinks or floor drains?
- ___ ___ ___ Are all appropriate and approved backflow prevention devices installed on water supply lines to fixtures (such as, garbage grinders, steamers, carbonated beverage equipment, Chinese ranges, etc.) where needed?
- ___ ___ ___ Are the anti-choking poster, handwashing signs and nonsmoking signs posted?