

# HENNEPIN COUNTY

## PUBLIC HEALTH

### Food Service Daily Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ PIC: \_\_\_\_\_

A. Handwashing and Personal Hygiene		In	N/A	Notes or Corrective Actions
1	Handwashing sinks are not blocked. Handwashing sinks have soap, towels, and both hot and cold running water.			
2	Employees wash their hands frequently and follow proper handwashing procedure ( <b>20 seconds</b> ). Wash hands before putting on gloves.			
3	Employees must not have bare hand contact with ready-to-eat and ready-to-serve food.			
4	No eating, drinking, or tobacco use in food prep areas.			
5	Personal items are stored away from food storage and prep areas.			
B. Protect from Contamination		In	N/A	Notes or Corrective Actions
6	Raw food stored below and away from cooked and ready-to-eat food.			
7	All food stored at least six inches off the floor.			
8	Refrigerated food items stored in the correct stacking order.			
9	All food items are stored covered or wrapped.			
10	Food contact surfaces cleaned and sanitized including clean-in-place equipment.			
11	Wiping cloths properly used and stored in sanitizing solution.			
12	Monitor prep tables and buffet lines to prevent cross-contamination.			
13	Monitor buffet and self-serve food to prevent deliberate contamination or tampering.			
C. Time and Temperature		In	N/A	Notes or Corrective Actions
14	Food cooked to the required internal temperature.			
15	Food reheated to <b>165°F for 15 seconds</b> for hot holding.			
16	Cool foods fast: <b>135°F to 70°F in two hours;</b> <b>70°F to 41°F in four hours -OR-</b> <b>from room temperature to 41°F in four hours.</b>			
17	Cooling log used.			



<b>C. Time and Temperature, continued</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
18	Hot holding—food kept at 135°F or above.			
19	Cold holding—food kept at 41°F or below.			
20	Date mark food. Label food with the date prepared.			
21	Discard food dated over seven days old.			
22	Thermometers used to check internal food temperatures.			
23	Food received at proper temperatures.			
24	Approved thawing methods used.			
<b>D. Approved Source</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
25	Verify source is approved for both your purchase and your service.			
26	Products inspected for signs of tampering, broken seals, and powder or liquid residue.			
<b>E. Chemicals</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
27	Label and store chemicals away from food, equipment, utensils, linens, single service, and single use items.			
28	Approved toxic chemicals properly used. Sanitizers must be EPA approved. Sanitizer test kits onsite and used. Chlorine (Cl) 50-100 ppm; Quaternary Ammonia (Quat) 200-400 ppm.			
<b>F. Proper Use of Utensils and Equipment</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
29	Utensils stored with handles to the user. Equipment properly stored.			
30	All equipment and single service items stored at least six inches off the floor.			
31	3-compartment sink set up correctly. Wash, rinse, sanitize. Dish machine wash temp, rinse temp, psi in proper ranges.			
<b>G. Physical Facility</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
32	Floors, walls, and ceilings properly cleaned and maintained. Aisles clear of obstruction.			
33	All lights shielded/shatter resistant; on and working properly.			
<b>I. Refrigerator and Freezers</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
34	A thermometer is in every cooler, walk-in, and freezer.			
35	Coolers and walk-ins are 41°F or below			
36	Temperatures in coolers, walk-ins, and freezers are monitored. Log daily temperatures.			

Guide template courtesy of the City of Minneapolis Health Department.

