

Food Service Daily Checklist

Date _____ Time _____
Name _____

A. Handwashing and personal hygiene		In	Out	N/O	N/A	Corrective actions
1	Hand washing sinks are not blocked. Hand washing sinks have soap, towels, and hot and cold water.					
2	Employees wash their hands frequently and follow proper hand washing procedure (20 seconds) . 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 area.					
5	Personal items stored away from food storage and preparation areas.					
B. Protect from contamination		In	Out	N/O	N/A	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 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 buffets and self-serve food to prevent deliberate contamination or tampering.					
C. Time and temperature		In	Out	N/O	N/A	Corrective actions
14	Food cooked to the required internal temperature.					
15	Food re-heated to 165° F for 15 seconds for hot holding.					
16	Cool foods fast - 135° to 70° in two hours and 70° to 41° in four hours OR from room temperature to 41° in four hours.					
17	Cooling log used.					
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.					

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C. Time and temperature (continued)		In	Out	N/O	N/A	Corrective actions
21	Discard food dated over seven days old.					
22	Thermometers used to check food temperatures.					
23	Food received at proper temperatures.					
24	Approved thawing methods used.					
D. Approved Source		In	Out	N/O	N/A	Corrective actions
25	Stay with vendors in food areas.					
26	Products inspected for signs of tampering, broken seals and powder or liquid residue.					
E. Chemicals		In	Out	N/O	N/A	Corrective actions
27	Toxic chemicals properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.					
F. Proper use of utensils and equipment		In	Out	N/O	N/A	Corrective actions
28	Utensils stored with handles to the user. Equipment properly stored.					
29	All equipment and single service items stored at least six inches off the floor.					
30	3-compartment sink set-up correctly. Dishwashing machine properly working and sanitizing.					
31	Correct sanitizer test kits on-site and used.					
G. Physical facility		In	Out	N/O	N/A	Corrective actions
32	Floors, walls and ceilings properly cleaned and maintained. Ailes clear of obstruction.					
33	Doors to loading dock locked when not in use.					
H. Refrigerator and freezers		In	Out	N/O	N/A	Corrective actions
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.					

Portions of sections A, B, C, D, E, F and G are color coded to align with the *Food Protection Self Audit Picture Guide & Poster Set* from the Advanced Practice Centers and the University of Minnesota Extension office. www.NACCHO.org/Publications