

NAME _____ TIME _____
 AM SHIFT _____
 PM SHIFT _____

Date: ____ / ____ / ____

Any item or task that is not food safe, incomplete, or does not meet the correct standard
 MUST be addressed in the Corrective Action section.

Daily Self Inspection

COLD HOLDING TEMPERATURES (Must be ≤ 41°F)					
Time of Day	Time	Unit Name	Food Item	Temp. (°F)	Corrective Action*
AM					
PM					

**Corrective Actions: C = Rapidly chill with a cooling method M = Move to another unit/location for cooling D = Discard food item*

HOT HOLDING TEMPERATURES (Must be ≥ 135°F)					
Time of Day	Time	Unit Name	Food Item	Temp. (°F)	Corrective Action*
AM					
PM					

**Corrective Actions: RH = Reheat to 165° within 2 hours D = Discard food item*

COOKING AND REHEATING				
Time of Day	Food Item	Cooking (C) or Reheating (R)?	Temp. (°F)	Corrective Action*
AM				
PM				

**Corrective Actions: C = Continue cooking/reheating process until proper temperature reached D = Discard food item*



SANITIZER CHECK

Equipment/Location	Concentration (ppm) or Final Rinse Temp. (°F)	Tape Test Strip Here
		x
		x
		x

CHECKLIST KEY: Y = Yes N = No

HANDWASHING AND EMPLOYEE HYGIENE

Check that all employees...	AM		PM	
	Y	N	Y	N
Are not sick or experiencing illness signs/symptoms				
Have appropriate and clean attire (i.e. clothes, hair restraint, cuts covered, etc.)				
Have washed hands at appropriate times (i.e. at start of shift, in between changing tasks, after restroom use, before putting on new gloves)				
Are not eating/drinking/smoking in prep areas				
If drinking a beverage, use a lid and store away from food and clean utensil areas				
Check that the following are stocked at all hand sinks...				
Hot Water				
Soap				
Paper Towels				
Handwashing Sign				

FOOD EQUIPMENT, CLEANING AND MAINTENANCE

Task	AM		PM	
	Y	N	Y	N
Proper cooling steps followed for hot foods				
Food thermometer(s) available for use				
Refrigerator units, freezers, walk-ins, prep coolers: Discard foods past 7 day storage (except freezers); clean door/handles/gaskets, shelving, and walls/ceiling				
Wash and sanitize dishware/cookware				
Wash and sanitize in-use equipment (i.e. cutting boards, utensils, can openers, etc.)				
Clean-in-Place equipment cleaned (i.e. meat slicer, ice machine, etc.)				
Clean and sanitize counters/food contact surfaces				
Replace sanitize buckets/rags every ____ hours				
Sweep and mop kitchen floors including corners				
Gather and remove trash				
Clean under prep and cook equipment				
Clean grease traps and ventilation filters/hoods				
Clean restrooms: sinks, toilets/urinals, floor, walls/ceiling, other fixtures, and empty trash				
Maintain pest control management				
Monitor maintenance for: dish machine/sanitizer, grease traps, hoods, refrigerator units/freezers				
Chemicals are labeled and stored away from food				

THERMOMETER CALIBRATION

Thermometer	Original Temp. (°F)	Calibrated Temp. (°F)
#1		
#2		
#3		
#4		

Food Safety Rules Quick Reference:

Cooking		Reheating	Cooling	Holding	Sanitizer	Calibration
165°F	Poultry Stuffed meats	TCS Foods: Reheat to 165°F	Hot Foods: - 135°F to 70°F within 2 hours - to 41°F or colder within 6 hours total	Cold Held: 41°F or colder	Concentration levels: Chlorine (bleach): 50-100 ppm	Thermometer temperatures:
155°F	Injected meats Ground meats Ground fish Eggs served later					
145°F	Whole meats (beef, pork, lamb) Fish, shellfish Eggs served immediately	Time: 2 hours max. to reach temp.	Foods mixed from cold or ambient temp. ingredients: - to 41°F within 4 hours	Hot Held: 135°F or hotter	Quaternary Ammonium: 200 ppm or check manufacturer's specifications	Ice water method: 32°F
135°F	Commercially precooked foods Grains, vegetables, fruits, legumes for hot holding	For IMMEDIATE service: no minimum temperature requirement				