

Manager Self-Inspection Checklist

Date: _____

Observer: _____

Use this checklist daily or weekly. If any issues are observed, be sure to take corrective actions and record those actions. Maintain completed checklists in a binder for at least 1 month.

Personnel and Hygiene

	Yes	No	Corrective Action/Note
Hands are washed correctly and thoroughly at critical points			
Fingernails are maintained neat, unpolished, and clean			
Hair restraints are worn			
Open wounds, sores, and pustules are covered with impermeable barriers when working with food			
Staff are working without symptoms of vomiting, diarrhea, jaundice, or fever with a sore throat			
Drinking and eating take place in designated areas			
Food Protection Manager certificate on-site and current			

Refrigerators

	Yes	No	Corrective Action/Note
Foods were stored at or below 41°F			
A working thermometer was available and conspicuous			
Foods are dated and covered			
Interior is clean			

Hot Holding

	Yes	No	Corrective Action/Note
Food is reheated to 165°F before being placed into the hot holding unit			
Foods were stored at or above 135°F			

Need another copy? Want guidance on corrective actions? Have other questions? Help is just a phone call away, so contact your inspector today!



Food Handling and Storage

	Yes	No	Corrective Action/Note
Frozen food is thawed under refrigerator or under cold running water			
Food is stored in a manner that prevents cross-contamination			
Ready to eat food is handled with clean gloved hands or utensils			
All food and utensils are stored at least 6 inches off the floor			
Food is covered and protected from contamination			
Dented, leaky, bulging, and rusted cans are removed from use			

Sanitation and Cleaning

	Yes	No	Corrective Action/Note
The three-compartment sink is set-up and Dishes are washed at the three-compartment sink using the correct procedure (scrape—>wash—>rinse—>sanitize—>air dry)			
Chemical test strips are available			
Sanitizer at the 3-compartment sink is at the correct concentration			
Sanitizer in wiping buckets is at the correct concentration			
Cutting boards and other in-use utensils are washed, rinsed, and sanitized every 4 hours			
Floors, walls, and ceiling are clean and well maintained throughout			
No evidence of pests (e.g. mice, cockroaches, flies) observed			
Dish machine sanitizing with correct chlorine concentration or temperature			
Chemicals are stored away from food, utensils, and food contact surfaces			
Chemicals are clearly labeled			
Drawers, racks, utensils, deli slicers, and can openers are clean to sight and touch			

Facility maintenance

	Yes	No	Corrective Action/Note
Cooking equipment and utensils are in good repair			
All hand sinks have soap, paper towels, and hot water			
Restrooms are clean, toilet paper is in the dispenser, soap and paper towels are at the hand sink			
All plumbing is working properly and not leaking			
Screens are on open doors and windows and are in good repair			

