

FORT DETRICK
Food Service
Safety Inspection Checklist

Facility _____ Area _____
Inspector _____ Date _____

1. RECEIVING AREAS	<u>Yes</u>	<u>No</u>
a. Are floors in safe condition – free from broken tile and defective floor boards, and covered with non – skid material? _____	_____	_____
b. Are employees instructed in correct lifting and handling methods for the type and sizes of containers used? _____	_____	_____
c. Are garbage cans washed and sanitized daily in hot water? _____	_____	_____
d. Are trash cans leak – proof or lined, and adequate in number and size? _____	_____	_____
e. If garbage disposal area is adjacent to or part of the general receiving area, is there a program that keeps floors and/or dock areas clear of refuse? _____	_____	_____
f. Are there proper holding racks and dollies for garbage containers? _____	_____	_____
g. Are the proper tools available for opening crates, barrels, etc.? _____	_____	_____
h. Is crate, carton and barrel opening done away from open food containers? _____	_____	_____

Comments:

2. STORAGE AREA

- a. Are shelves sturdy and in good repair with heavy items stored on lower shelves and lighter materials above? ___ ___
- b. Is a safe ladder provided for reaching high storage? ___ ___
- c. Are cartons or other flammable materials stored at least two feet from light bulbs? ___ ___
- d. Are light bulbs provided with a screen guard? ___ ___

3. POT AND PAN ROOM/AREA:

- a. Is approved type of supplemental flooring in safe condition? ___ ___
- b. Are employees properly instructed in the use of correct amounts of detergents and cleaning agents? ___ ___
- c. Is adequate personal protective equipment provided, i.e., aprons, gloves? ___ ___
- d. Is there an adequate drain board or other drying area so that employees do not stack pots and pans on the floor before or after washing them? ___ ___
- e. Do drain plugs permit draining without placing hands in hot water? ___ ___

Comments:

4. WALK-IN COOLERS AND FREEZER/REFRIGERATORS:

- a. Are floors in good repair and covered with slip-proof material? ___ ___
- b. Are floors mopped at least once each week? ___ ___
- c. Are portable storage racks and stationary racks in good repair? ___ ___
- d. Are blower fans properly guarded? ___ ___
- e. Is there a by-pass device on the door to permit exit from the inside? ___ ___

- f. Is adequate aisle space provided? ___ ___
- g. Are employees instructed in the proper handling of portable racks to avoid hand injuries? ___ ___
- h. Are heavy items stored on lower shelves and lighter items on top shelves? ___ ___
- i. Are shelves adequately spaced to prevent pinched hands? ___ ___
- j. Is the refrigerant in the cooling system non-toxic? ___ ___

Comments:

5. FOOD PREPARATION AREA:

- a. Is electrical equipment properly grounded? ___ ___
- b. Is electrical equipment inspected regularly by an electrician? ___ ___
- c. Are electrical switches located so that they can be reached readily in the event of an emergency? ___ ___
- d. Are the switches located so that employees do not have to lean on or against metal equipment when reaching for them? ___ ___
- e. Are floors adequately maintained (daily moppings, applying non-skid wax when needed, and fixing or replacing damaged flooring)? ___ ___
- f. Are employees instructed to pick or clean up all dropped items and spills immediately? ___ ___
- g. Are employees properly instructed in the safe operation of machines and their safety guards? ___ ___
- h. Is it forbidden to use equipment unless specifically trained in its use? ___ ___
- i. Are all machines properly guarded? ___ ___
- j. Are guards always used by all employees? ___ ___
- k. Is a pusher or tamp provided for use with the grinder? ___ ___

1. Are mixers in safe operating condition with mixer arms properly maintained to avoid injury from broken metal parts and foreign particles in food? _____

Comments:

6. SERVING AREA:

- a. Are steam tables cleaned daily and regularly maintained with scheduled checks of the gas or electric units by a competent service man? _____
- b. Is safety valve equipment operative? _____
- c. Are serving counters/tables free of broken parts, slivers or burrs? _____
- d. Do you perform scheduled inspections of glassware, china, silverware and plastic equipment? _____
- e. If anything breaks near the food service area, do you remove all food from the service adjacent to breakage? _____
- f. Are tray rails set up and maintained to prevent trays from falling off at the end or corners? _____
- g. Are floors regularly and adequately maintained (daily moppings, applying non-skid wax when needed, and fixing or replacing damaged flooring)? _____
- h. Is the traffic flow set so that people do not collide while carrying trays or obtaining food? _____

Comments:

7. DINING AREAS:

- a. Are floors maintained in good repair and in safe condition? ___ ___
- b. Are all wall and window decorations securely fastened and adequately recessed to eliminate accidents? ___ ___
- c. Are chairs free from splinters, metal burrs, and broken or loose parts? ___ ___
- d. Are floors checked frequently each day to eliminate slipping/tripping accidents? ___ ___
- e. Is special attention given to the floor adjacent to water, ice cream, and milk dispensers? ___ ___
- f. Are vending machines properly grounded? ___ ___
- g. If trays are cleared prior to return to dishwashing area, are the floors kept clean of garbage, dropped silver and/or broken glass and china? ___ ___
- h. If trays with used dishes are placed on conveyor units, are the edges guarded to avoid catching fingers and clothing? ___ ___
- i. If dishes are removed on portable racks or bus trucks, are these units in safe operating condition (all wheels or casters working and shelves firm)? ___ ___

Comments:

8. SOILED DISH AREA:

- a. Are floors reasonably free of excessive water and spillage? ___ ___
- b. Is supplemental flooring properly maintained and in safe condition? ___ ___
- c. Are all electrical units properly grounded? ___ ___
- d. Are switches located to permit rapid shutdown in the event of an emergency? ___ ___
- e. Are employees carefully instructed in the use of detergents to prevent dermatological problems? ___ ___

- f. Can employees easily reach switches without touching or leaning against such metal units as tables and counters? ___ ___
- g. Do you have a program for disposition of broken glass and china? ___ ___
- h. If a dishwashing machine is used, is the take-off counter set to prevent fingers or hands from being caught? ___ ___
- i. Where controls are in a passageway, are they recessed or guarded to prevent breakage or accidental starting? ___ ___
- j. Are dish racks in safe condition (if wooden, free from broken slats and smoothly finished to eliminate splintering; if metal or plastic, free of sharp corners that could cause cuts)? ___ ___
- k. Are dish racks kept off the floor to prevent tripping accidents? ___ ___

Comments:

9. DON'T OVERLOOK:

- a. Is adequate lighting provided in all work areas? ___ ___
- b. Do doors open into passageway traffic where they could cause an accident? ___ ___
- c. Are fire exits clearly marked and the passage kept clear of equipment and materials? ___ ___
- d. Are stairways and ramps adequately lighted; equipped with abrasive materials to provide protection against slips and falls; and in good repair with clean and securely fastened handrails available? ___ ___
- e. Is adequate ventilation provided in all work areas? ___ ___
- f. Are employees required to wear sturdy, closed-toe shoes to protect their feet against injury from articles that are dropped or pushed on their feet? ___ ___

- g. Is clothing and hair securely fastened and tucked in, eliminating stray or loose material that could get caught in mixers, cutters, grinders or other moving machinery? _____

- h. Are all local fire code requirements fulfilled for quantity, type and placement of fire extinguishers and other legally required fire equipment, e.g., smoke detectors, sprinklers, others? _____

Comments:
