



Phone: 816-595-4350

This food establishment checklist is provided as a tool to assist in determining if a new/change of ownership food operation meets the requirements of the *Food Code*. Food establishments must comply with all the requirements of the *Clay County Food Code*. Approval to operate will not be granted, and an operating permit will not be issued, if violations are observed during a pre-opening inspection. In the event there is a conflict or a discrepancy between the *Food Code* and this checklist, the food establishment must comply with the applicable provisions of the *Food Code*. **This Form is required to be filled out for any New or Change of Ownership and reviewed by CCPHC prior to opening.**

Food Establishment Requirements:

Premises

- Have any major renovations occurred including plumbing, electrical, building structure, new equipment, etc. (*If YES fill out Food Plan review form*) Yes No N/A
- Floors are grease resistant, easily cleanable, and in good repair. Yes No N/A
- The floor-wall juncture is coved. Yes No N/A
- Walls and ceilings are constructed of smooth, easily cleanable and nonabsorbent material. Yes No N/A
- Ceiling is constructed so that no beams or piping are exposed overhead in food prep, storage, and dishwashing areas. Yes No N/A
- All food contact and non-food contact surfaces are smooth, easily cleanable, non-absorbent, and durable. Yes No N/A
- All food contact surfaces are cleaned and sanitized. Yes No N/A
- All non-food contact surfaces cleaned to sight and touch. Yes No N/A
- Hand sinks are located in the following areas:
 - Food preparation Yes No N/A
 - Dishwashing Yes No N/A
 - Busing, wait station, service Yes No N/A
 - Bar area Yes No N/A
- Hand sink has hot and cold running water under pressure that reaches temperature of at least 100°F. Yes No N/A
- Three compartment sink is provided. Yes No N/A
- Three compartment sink has hot and cold running water provided for all three compartments Yes No N/A
- Service sink (mop sink) provided. Yes No N/A
- Service sink has hot and cold running water. Yes No N/A
- Service sink faucet has a backflow prevention device. Yes No N/A
- Grease is disposed of properly. Yes No N/A
- **Location:** _____ Yes No N/A
- Storage available for personal belongings. Yes No N/A
- Hood system clean, and adequate to provide proper ventilation. Yes No N/A
- Restrooms vented to the outside air. Yes No N/A
- Toxic materials properly labeled and stored away from food, food equipment and utensils, single-service/single-use items, and linens. Yes No N/A



Equipment

- All equipment is to be properly functioning and in good condition. Yes No N/A
- All equipment is to be properly spaced for easy cleaning. Yes No N/A
- Hand sink has soap, paper towels, hand washing sign, and waste receptacle. Yes No N/A
- Dishwashing machine sanitizes by using heat. The final rinse cycle achieves a surface temperature of 160°F or greater for all cookware, utensils, etc. Yes No N/A
- Dishwashing machine sanitizes with a chemical sanitizer. Yes No N/A
 - Test strips for chemical sanitizing are provided for dishwashing machine.
 - Heat test strips Yes No N/A
 - Type of Sanitizer Yes No N/A
 - Chlorine, Quaternary, Iodine
- Test strips for sanitizing buckets/spray bottles provided.
 - Type of sanitizer Yes No N/A
 - Chlorine, Quaternary, Iodine
- Hot holding units are capable of maintaining food temperatures 135°F or above. Yes No N/A
- Cold holding units are capable of maintaining food temperatures 41°F or below, and/or freezers keep food frozen. Yes No N/A
- Refrigeration units have thermometers capable of measuring ambient temperature within ±3°F. Yes No N/A
- Sufficient number of cold holding units for all TCS items. Yes No N/A
- Temperature measuring devices are located in all hot and cold holding units. Yes No N/A
- Thermometers are able to monitor temperatures between 0°F to 220°F. Yes No N/A
- Hot and cold running water is available at 3 compartment sink. Yes No N/A
- Three compartment sink sufficient in size to fully submerge largest piece of cooking utensil or equipment. Yes No N/A
- Drain boards are provided at three compartment sink. Yes No N/A
- Adequate lighting provided for all areas:
 - Food preparation (50 foot candles or greater) Yes No N/A
 - Restroom(s), dishwashing area(s), handwashing area(s), equipment and utensil storage, reach-in coolers, salad bars & buffets (20 food candles or greater) Yes No N/A
 - Dry storage area(s) and walk-in cooler(s) (10 foot candles or greater) Yes No N/A
- Lights properly shielded in food prep and storage areas. Yes No N/A

Water Supply, Capacity, and Wastewater Disposal

- Water Source: Public Yes No N/A
- Private Yes No N/A
- Sewage Disposal: Public Yes No N/A
- Private Yes No N/A
- Grease Trap/Interceptor Yes No N/A



| Food Source and Temperature Control | | | | | | |
|--|--------------------------|-----|--------------------------|----|--------------------------|-----|
| <ul style="list-style-type: none"> All foods come from an approved source. List Sources: _____ | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Calibrated temperature measuring device available, ranging 0°F-220°F. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Necessary internal cooking temperatures can and will be met as specified in Clay County Food Code 3-401.11. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Food Storage and Handling | | | | | | |
| <ul style="list-style-type: none"> Food will be protected from cross contamination. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Storage area shelves are properly constructed and made of an easily cleanable material | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Shelving adequate to store all items. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> All food, equipment, utensils, and single-service items stored 6 inches off the floor. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Pest Control | | | | | | |
| <ul style="list-style-type: none"> Establishment free from rodents and insects. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Outer openings properly sealed (doors, windows, etc.). | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Professional pest control provided. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Certifications | | | | | | |
| <ul style="list-style-type: none"> Waste receptacles are available and covered when not in use. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Waste receptacles are provided at all hand sinks. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Covered trash receptacle in the women's and unisex restroom(s). | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Outdoor waste receptacle provided with a tight fitting lid. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> Outdoor waste area is clean and in good repair. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Certifications | | | | | | |
| <ul style="list-style-type: none"> Person in charge has approved food manager certification. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| <ul style="list-style-type: none"> All other food workers have food handler certification. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Consumer Advisory | | | | | | |
| <ul style="list-style-type: none"> Customers may order meat, eggs, shellfish, or other items undercooked (raw, rare, medium, etc.). If YES, a Consumer Advisory must be in place (<i>Clay County Food Code</i>, violation code 3-603.11) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |



| HACCP/Variences, Special Process | |
|---|--|
| <p>§8-201.13 When a HACCP Plan is Required:</p> <p>(A) Before engaging in an activity that requires a HACCP plan, a PERMIT applicant or PERMIT HOLDER shall submit to The REGULATORY AUTHORITY for approval a properly prepared HACCP plan as specified under §8-201.14 and the relevant provisions of this Code if:</p> <ul style="list-style-type: none"> (1) Submission of a HACCP plan is required according to LAW; (2) A VARIANCE is required as specified under §3-502.11, ¶4-204.110(B), or Subparagraph 3-401.11(D)(3); or (3) The REGULATORY AUTHORITY determines that a FOOD preparation or processing method requires a VARIANCE based on a plan submittal specified under §8-201.12, an inspectional finding, or a VARIANCE request. <p>(B) Before engaging in REDUCED OXYGEN PACKAGING without a VARIANCE as specified under §3-502.12, a PERMIT applicant or PERMIT HOLDER shall submit a properly prepared HACCP PLAN to the REGULATORY AUTHORITY.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |

Applicant's Name (Print) _____ Title: _____

Applicant's Signature: _____ Date: _____

Turn in Food Establishment Checklist with Food Permit Application