



Phone: 816-595-4350

This food establishment checklist is provided as a tool to assist in determining if a new or remodeled food establishment meets the requirements of the *Food Code*. Food establishments must comply with all of 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*.

**Food Establishment Requirements:**

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



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