

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 one 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!



ADAMS COUNTY
HEALTH DEPARTMENT
Your Health. Our Mission.

FOOD HANDLING AND STORAGE

	Yes	No	Corrective Action/Note
Frozen food is thawed under refrigerator or under cold running.			
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 three-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 four 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.			