



Food Safety Self-Inspection

Person Filling Out Form: _____ Date: _____

Use this checklist as often as necessary to determine areas in your operations requiring corrective action. Please note this list does not include all Food Code Violations and only includes some of the most common violations

Personnel	Corrective Action
*Employees with illnesses, cuts, and infections are excluded/restricted from handling food & utensils - reference 2-201.12 of WI Food Code	
Employees are using designated areas for storing drinks and personal items, eating, and using tobacco	
Employee Hygiene	Corrective Action
*Employees are washing their hands when needed at designated hand sink	
*All hand sinks are accessible and stocked with soap & paper towels	
Jewelry is limited to plain ring and hair restraints are worn	
*Employees are using single-use gloves or utensils when handling ready-to-eat foods (no bare-hand contact)	
Employee clothing is clean	
Employees are not using cloth towels to wipe hands or utensils	
Food Temperature	Corrective Action
Accurate thermometers are visible in hot and cold hold food units	
Stem thermometers are available and calibrated	
*TCS** cold foods are held at 41°F or below	
*TCS** hot foods are held at 135°F or above	
*TCS** foods are reheated rapidly to 165°F within 2 hours	
TCS** foods are being cooled using approved rapid cooling methods (Shallow pan/smaller portions, cooling equip, ice water bath, uncovered)	
*Cooling foods meet cooling parameters (135°F to 70°F within 2 hours and within a total of 6 hours from 135°F to 41°F or less)	
*Final cook temperatures are being checked by staff	
TCS foods are properly thawed	
Food Safety	Corrective Action
*Food is from an approved source	
*Food is protected from contamination	
Single-use items and utensils are stored inverted	
*Food, equipment and single service items are stored 6 inches off the floor	
*Food stored based on final cook temperature. Cooler Organization from top to bottom: <ul style="list-style-type: none"> • RTE/produce • Fish, Seafood, Eggs, Whole Muscle Beef/Pork, Commercially Raised Game Animals (145°F) • Ground, Injected or Tenderized Meat (155°F) • Poultry - Chicken, Turkey, Duck (165°F) 	
*All food is covered, labeled and date marked if not cooling	
Consumer advisory is on menu if needed	
Approvals/HACCP	

Equipment		Corrective Action	
Exhaust hood and filters are clean			
*All equipment is clean & in good repair			
Sanitation		Corrective Action	
*Cutting boards and other in-use equipment is washed, rinsed, and sanitized every four hours and when tasks change			
Chemical test kit is available for checking sanitizing solutions	Sanitizer:	PPM:	
Warewash and food prep sinks are cleaned and sanitized before and after use			
3-compartment warewash sink set-up is: Wash→Rinse→Sanitize→Air Dry			
Wiping cloth sanitizer concentration is within correct range	Sanitizer:	PPM:	
Wiping clothes are stored in wiping cloth buckets & stored off the floor			
High Temp dish machine requirements (thermal stickers or waterproof maximum read thermometer 160F or greater)			
Facility		Corrective Action	
Floors, walls & ceilings are kept clean & in good repair			
Restrooms are stocked with toilet paper, soap, paper towels and covered waste receptacle (toilet room used by females)			
*Toxic chemicals are labeled and stored separately from food, utensils, equipment, single service items, linens)			
*There is NO evidence of pests (e.g. rodents/cockroaches/flies)			
*Plumbing is in good working order (hot and cold water under pressure, backflow protection)			
Adequate lighting must be provided and shielded or have shatter resistant bulbs			
Dumpster lids kept closed and dumpster area kept clean			
EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE: No/ expired retail food establishment license, insufficient food holding capability, fire, sewage back-up, no hot/cold running water, no electricity, utility interruptions, inability to clean & sanitize, evidence of pests.		If immediate closure event occurs: IMMEDIATELY NOTIFY WAUKESHA COUNTY ENVIRONMENTAL HEALTH 262-896-8300 (M-F 8-4:30) AFTER HOURS 262-446-5070	

Additional Comments:

- * Will generate a charged re-inspection
- ** TCS – (Final product requires Temperature Control for safety)