The checklist must to be completed daily. All areas in your operations requiring corrective action must be determined. Corrective action taken must be recorded and completed records must be kept for future reference.

Area/Question	Conformity Red / Amber / Green	Comments	Corrective Action	Responsibility	Corrective action completion Date
PERSONAL HYGIENE					
Employees wear clean and proper uniform including shoes.					
Effective hair restraints are properly worn.					
Fingernails are short, unpolished, and clean (no artificial nails).					
Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.					
Hands are washed properly, frequently, and at appropriate times.					
Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are plastered and completely covered with a foodservice glove while handling food.					
Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.					
Employees use disposable tissues when coughing or sneezing and then immediately wash hands.					

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Employees appear in good health.					
Hand sinks are unobstructed, operational, and clean.					
Hand sinks are stocked with soap, disposable towels, and warm water.					
A handwashing reminder sign is posted.					
Employee restrooms are operational and clean.					
FOOD PREPARATION					
All food stored or prepared in facility is from approved sources.					
Food equipment utensils and food contact surfaces are properly washed, rinsed, and sanitized before every use.					
Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.					
Thawed food is not refrozen.					
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.					
Food is tasted using the proper procedure.					
Procedures are in place to prevent cross-contamination.					
Food is handled with suitable utensils, such as single use gloves or tongs.					
Food is prepared in small batches to limit the time it is in the temperature danger zone.					
Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.					

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Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.					
The internal temperature of food being cooked is monitored and documented					
HOT HOLDING					
Hot holding unit is clean.					
Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.					
Hot holding unit is pre-heated before hot food is placed in unit.					
Temperature of hot food being held is at or above 63ºC.					
Food is protected from contamination.					
COLD HOLDING					
Refrigerators are kept clean and organized.					
Temperature of cold food being held is at or below 5ºC.					
Food is protected from contamination.					
REFRIGERATOR, FREEZER AND MILK COOLER					
Thermometers are available and accurate.					
Temperature is appropriate for pieces of equipment.					
Food is stored 6 inches off floor or in walk-in cooling equipment.					
Refrigerator and freezer units are clean and neat.					

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Proper chilling procedures are used.					
All food is properly wrapped, labeled, and dated.					
The FIFO (First In, First Out) method of inventory management is used.					
Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.					
FOOD STORAGE AND DRY STORAGE					
Temperatures of dry storage area is between 8ºC and 12ºC					
All food and paper supplies are stored 6 to 8 inches off the floor.					
All food is labeled with name and received date.					
Open bags of food are stored in containers with tight fitting lids and labeled with common name.					
The FIFO (First In, First Out) method of inventory management is used.					
There are no bulging or leaking canned goods.					
Food is protected from contamination.					
All food surfaces are clean.					
Chemicals are clearly labeled and stored away from food and food-related supplies.					
There is a regular cleaning schedule for all food surfaces.					
Food is stored in original container or a food grade container.					
CLEANING AND SANITIZING					
Three-compartment sink is properly set up for ware					

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washing.					
Dishmachine is working properly (such as gauges and chemicals are at recommended levels).					
Water is clean and free of grease and food particles.					
Water temperatures are correct for wash and rinse.					
If heat sanitizing, the utensils are allowed to remain immersed in 78ºC water for 30 seconds.					
If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.					
Smallware and utensils are allowed to air dry.					
Wiping cloths are stored in sanitizing solution while in use.					
UTENSILS AND EQUIPMENT					
All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.					
Small equipment and utensils are washed, sanitized, and air-dried.					
Work surfaces and utensils are clean.					
Work surfaces are cleaned and sanitized between uses.					
Thermometers are cleaned and sanitized after each use.					
Thermometers are calibrated on a routine basis.					
Can opener is clean.					
Drawers and racks are clean.					
Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact					

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with food or a person's mouth.					
LARGE EQUIPMENT					
Food slicer is clean.					
Food slicer is broken down, cleaned, and sanitized before and after every use					
Boxes, containers, and recyclables are removed from site.					
Loading dock and area around dumpsters are clean and odor-free.					
Exhaust hood and filters are clean.					
WASTE STORAGE AND DISPOSAL					
Kitchen garbage cans are clean and kept covered.					
Garbage cans are emptied as necessary.					
Boxes and containers are removed from site.					
Loading dock and area around dumpster are clean.					
Dumpsters are clean.					
PEST CONTROL					
Outside doors have screens, are well-sealed, and are equipped with a self-closing device.					
No evidence of pests is present.					
There is a regular schedule of pest control by a licensed pest control operator.					

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