

**FOOD SAFETY FIRST - DAILY CHECKLIST**

- Any “NO” response requires the immediate completion of an ACTION PLAN
- Completed Food **Safety Reviews** and **Action Plans** should be kept on file for 1 year
- The manager is responsible for highlighting any unacceptable issue listed, and ensuring the action plan is carried out.

Check items 1 - 9 at time of opening/ startup/ preparation.		Time Checked:	
		Initials:	
		YES	NO
1	Floors/ walls/ ceilings are clean and free of physical defects. Light covers present.		
2	Plumbing inspected: hot/ cold water on (all sinks), no leaks, floor drains good, grease traps maintained.		
3	No evidence of insects/ vermin in storage, processing, and retail areas. Monitoring stations.		
4	Cleaning chemicals & supplies properly labeled and stored (away from food/packaging).		
5	Product not expired; FIFO practiced; no visibly spoiled or tainted foods; no swollen or dented cans; no damaged/ leaking/ soiled boxes, pouches or containers.		
6	Management/ personnel with certification in food sanitation and training program or equivalent on duty.		
7	Safe food handling placards posted, current health department inspection posted, past inspections on file. Prior violations corrected.		
8	Equipment appears clean, well-maintained, and free of physical defects.		
9	No employees on duty ill (examples: diarrhea, fever, vomiting, sneezing, coughing). Food handlers free of exposed cuts and sores.		

<b>Commercial Dishwasher:</b>	[ ] / Temp.	Initials
Measured temperature or sanitizer concentration - <i>Action required if level of sanitizer does not meet concentration(s) set out in Approved Sanitizing Solutions for Food Service Utensils and Equipment</i>		

COOLER TEMPERATURES	OPEN	MID	CLOSE	ON-LINE TEMPERATURES	OPEN	MID	CLOSE
• Walk-in Cooler				a.			
• Walk-in Freezer				b.			
• Upright Cooler #1				c.			
• Upright Cooler#2				d.			
• Deli Cooler				e.			
• Other				f.			
• Other				g.			
• Other				h.			
HOT HOLDING TEMPERATURES	OPEN	MID	CLOSE	i.			
• Steam Table				j.			
• Soup				k.			
• Rice				l.			
<b>TIME CHECKED:</b>				<b>TIME CHECKED:</b>			
<b>INITIALS:</b>				<b>INITIALS:</b>			

*Action required if perishable foods are in the “Danger Zone” i.e. above 4°C and below 60°C*

	Y	N	Y	N	Y	N
No cross-contamination observed.						
Frequent handwashing observed. Soap/ towels available at hand basins.						
Front-line cloths held in bleach solution at a concentration not less than 100 ppm.						
Clean aprons/ uniforms worn by all food handlers. Hair restraints in use (caps/ hair nets).						
Public restrooms clean and fully equipped with soap and single use towels/ hot air dryers.						

MANAGER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

