

MONTHLY SELF INSPECTION REPORT

Name: _____ Establishment Name: _____

Establishment Address: _____

Phone: _____ Report Month/Year: _____

Submit a copy of the self inspection checklist, noting any problems or concerns, along with the action you have taken. In addition complete the following information:

- Temperatures:** **Comments:**

My thermometer reads ____°F in ice water. _____

How often do you calibrate your thermometer(s)? _____

Do you keep daily temperature logs? _____

- Cold holding temperatures:**

Temperatures	Morning	Midday	End of Day
Refrigerator #1	°F	°F	°F
Refrigerator #2	°F	°F	°F
Refrigerator #3	°F	°F	°F
Refrigerator #4	°F	°F	°F

How often do you check cold holding temperatures? _____

- Hot holding:**

Potentially hazardous foods are held at _____ °F to _____ °F on the steam table or in the hot holding equipment. _____

How often do you check hot holding temperatures? _____

List the temperatures of several foods in hot holding: _____

- Handwashing:**

All handwashing facilities are maintained with warm water (100-120°F) and **reserves** of soap and paper towels are always on hand. Yes _____

- Employees:**

I do _____ I do not _____ hold regular and frequent meetings with my employees to train and update them on important topics in food sanitation. _____

Proper utensils (tongs, spoons, scoops, waxed paper, disposable gloves) are provided to minimize direct hand contact with ready-to-eat foods. Yes _____

Self Inspection Checklist

YES/NO

PREPARING SAFE FOOD

- Thermometers are used to measure final cooking temperatures
- All cook/chill potentially hazardous foods are reheated to 165° or above
- Frozen foods larger than three pounds are thawed prior to cooking
- Daily HACCP temperature logs kept
- Fruits and vegetables are heated to 140° before being placed into hot holding.

COMMENTS:

FOOD PROTECTION

- All food is protected from contamination at all times
- Food is stored at least six inches off the floor
- Food is thawed in the refrigerator or under cool running water
- Dispensing utensils, when in use, are stored in the product, in a running water dipper well or clean and dry
- All sanitized equipment is stored in a way that will prevent its contamination
- Proper consumer advisory on menu, label, or sign of unpasteurized juice or raw or undercooked meats, eggs, and aquatic foods

CLEANING

- Warewashing is done correctly
- The mechanical dishwasher is sanitizing as required
- All wiping cloths are kept in a sanitizing solution between uses
- All food contact surfaces are sanitized as required
- Non-food contact surfaces are clean

SANITARY FACILITIES

- Hot water is available and at the required temperature
- Floor sinks are cleaned regularly
- Toilet facilities are maintained

GARBAGE

- Garbage is handled in a way that eliminates all problems

PEST CONTROL

- Insects are controlled
- Pesticides are used and stored as per label directions

MAINTENANCE

- Floor, walls and ceiling are clean and in good repair
- Hood and hood vents are clean
- Unnecessary equipment has been removed from the establishment
