

ACME COMPANY

FOOD SAFETY INSPECTION CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

WEDNESDAY 19TH NOVEMBER 2025

SUMMARY

Overall standards remain strong. However, targeted improvements in documentation, personal hygiene adherence, storage discipline, and pest-control verification will help ensure continued compliance.

Personal Hygiene

Q#	QUESTION	RESPONSE
1.	Do employees wear a clean and proper uniform, including closed-toe shoes?	YES
2.	Are effective hair restraints properly worn?	YES
3.	Are fingernails short, unpolished, and clean (with no artificial nails)? Some staff had long and polished nails.	NO
4.	Is jewelry limited to a plain ring, such as a wedding band, or watch, and no bracelets?	YES
5.	Are hands washed properly, frequently, and at appropriate times?	YES
6.	Are burns, wounds, sores, scabs, and splints covered with waterproof bandages and completely covered with a food service glove while handling food?	YES
7.	Are eating, drinking, chewing gum, and smoking allowed only in designated areas away from preparation, service, storage, and ware washing areas?	YES
8.	Do employees use disposable tissues when coughing or sneezing and then immediately wash hands?	YES
9.	Do employees appear in good health?	YES
10.	Are hand sinks unobstructed, operational, and clean?	YES
11.	Are hand sinks stocked with soap, disposable towels, and warm water?	YES
12.	Is a hand washing reminder sign posted?	YES
13.	Are employee restrooms operational and clean?	YES

Food Preparation

Q#	QUESTION	RESPONSE
14.	Is all food stored or prepared in the facility from approved sources?	YES
15.	Is frozen food thawed under refrigeration or in cold running water and then cooked to the proper temperature?	YES
16.	Is thawed food refrozen?	YES
17.	Are preparation procedures planned to keep ingredients out of the temperature danger zone?	YES
18.	Is food tasted using the proper procedure?	YES
19.	Are procedures in place to prevent cross-contamination?	YES
20.	Is food handled with suitable utensils, such as single-use gloves or tongs?	YES
21.	Is food prepared in small batches to limit the time it is in the temperature danger zone?	YES
22.	Are clean reusable towels used only for sanitizing equipment and surfaces and not for drying hands, utensils, or the floor?	YES

23.	Is food cooked to the required safe internal temperature for the appropriate time?	YES
24.	Is the internal temperature of the food being cooked monitored and documented? Temperature logs are incomplete for two days.	NO

Hot Holding

Q#	QUESTION	RESPONSE
25.	Is the hot holding unit clean?	YES
26.	Is food heated to the required safe internal temperature before placing it in hot holding, and are hot holding units not used to reheat potentially hazardous foods?	YES
27.	Is the hot holding unit preheated before hot food is placed in it?	YES
28.	Is the temperature of hot food being held at or above 135 °F?	YES
29.	Is food protected from contamination in hot holding?	YES

Cold Holding

Q#	QUESTION	RESPONSE
30.	Is the temperature of cold food being held at or below 41 °F?	YES
31.	Is food protected from contamination in cold holding?	YES

Refrigerator, Freezer, and Milk Cooler

Q#	QUESTION	RESPONSE
32.	Is the food stored 6 inches off the floor in walk-in coolers?	YES
33.	Is the refrigerator and freezer unit clean and organized?	YES
34.	Are proper chilling procedures used?	YES
35.	Is all food properly wrapped, labeled, and dated?	YES
36.	Is the air temperature of all refrigerators and freezers monitored using accurate thermometers, and is the documentation on file?	YES

Food Storage and Dry Storage

Q#	QUESTION	RESPONSE
37.	Is the temperature of the dry storage area between 50 °F and 70 °F?	YES
38.	Are all food and paper supplies stored 6 to 8 inches off the floor?	YES
39.	Is all food labeled with the name and date received?	YES
40.	Are open bags of food stored in containers with tight-fitting lids and labeled with the common name?	YES
41.	Is the FIFO (First In, First Out) method of inventory management used?	YES
42.	Are there no dents, on the seam, bulging, or leaking canned goods?	YES
43.	Are all food surfaces clean?	YES
44.	Are chemicals clearly labeled and stored away from food and food-related supplies? One bottle of chemical was found near the dry goods in the kitchen.	NO
45.	Is there a regular cleaning schedule for all food surfaces?	YES
46.	Is food stored in the original container or a food-grade container and labeled with the name and date received?	YES

Cleaning and Sanitizing

Q#	QUESTION	RESPONSE
47.	Is the three-compartment sink properly set up for ware washing?	YES

48.	Is the dish machine working properly (gauges and chemicals at recommended levels)?	YES
49.	Is the water clean and free of grease and food particles?	YES
50.	Are water temperatures correct for wash and rinse?	YES
51.	If heat sanitizing, are utensils allowed to remain immersed in 171 °F water for 30 seconds?	YES
52.	If using a chemical sanitizer, is it mixed correctly, and is a sanitizer strip used to test chemical concentration?	YES
53.	Are all washed/sanitized items allowed to air dry?	YES
54.	Are wiping cloths stored in a sanitizing solution while in use?	YES

Utensils and Equipment

Q#	QUESTION	RESPONSE
55.	Is all small equipment and utensils, including cutting boards and knives, cleaned and sanitized between uses?	YES
56.	Are work surfaces cleaned and sanitized between uses?	YES
57.	Are thermometers cleaned and sanitized after each use, and are they calibrated on a regular basis?	YES
58.	Is the can opener clean?	YES
59.	Are drawers and racks clean?	YES
60.	Are clean utensils handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth?	YES

Large Equipment

Q#	QUESTION	RESPONSE
61.	Is the food slicer broken down, cleaned, and sanitized before and after every use?	YES
62.	Is the exhaust hood and filters clean?	YES
63.	Are outdoor garbage cans/dumpsters clean, water-tight, and kept covered?	YES
64.	Are garbage cans emptied as necessary?	YES
65.	Are boxes and containers removed from the site?	YES
66.	Is the loading dock and the area around the dumpster clean and odor-free?	YES

Pest Control

Q#	QUESTION	RESPONSE
67.	Do outside doors have screens, are well-sealed, and equipped with a self-closing device?	YES
68.	Is there no evidence of pests present?	YES
69.	Is there a regular schedule of pest control by a licensed pest control operator Last service record missing for the current month.	NO

COMMENTS & ACTION PLAN

Personal Hygiene >> Personal Hygiene

(AC10092) Are fingernails short, unpolished, and clean (with no artificial nails)?

FINDINGS	'No' - Some staff had long and polished nails.
ACTION REQUIRED	Retrain staff on nail requirements and enforce compliance at start-of-shift checks.

PRIORITY	High
DUE DATE	20 Nov 25
ASSIGNEE	Jennifer Hunt

Food Preparation >> Food Preparation

(AC10093) Is the internal temperature of the food being cooked monitored and documented?

PRIORITY Medium
DUE DATE 22 Nov 25
ASSIGNEE Jennifer Hunt

FINDINGS 'No' - Temperature logs are incomplete for two days.

ACTION REQUIRED Reinforce documentation requirements and implement log review at the end of each shift.

Food Storage and Dry Storage >> Food Storage and Dry Storage

(AC10094) Are chemicals clearly labeled and stored away from food and food-related supplies?

PRIORITY High
DUE DATE 20 Nov 25
ASSIGNEE Jennifer Hunt

FINDINGS 'No' - One bottle of chemical was found near the dry goods in the kitchen.

ACTION REQUIRED Move chemicals to designated storage and update chemical-handling training.

Pest Control >> Pest Control


(AC10095) Is there a regular schedule of pest control by a licensed pest control operator

PRIORITY Medium
DUE DATE 22 Nov 25
ASSIGNEE Jennifer Hunt

FINDINGS 'No' - Last service record missing for the current month.

ACTION REQUIRED Confirm service frequency and ensure records are filed immediately after each visit.

DECLARATION



Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION