Food Service Facility Checklist

1. **Personnel**
   A. Hands clean, no cuts or sores
   B. Clothing clean, in good repair
   C. Food handlers wear hair restraints
   D. No use of tobacco products in any building area

2. **Equipment**
   A. Ventilation hood, filters, duct, and fire suppression system (preventative maintenance service contract)
   B. Ventilation adequate to remove vapors
   C. Equipment clean inside and outside
   D. Cooking equipment in good repair to prevent grease drips
   E. Lighting fixtures enclosed (protected from breakage)
   F. Gaskets on refrigerators in good repair
   G. Tops of work tables smooth, free of cracks and crevices
   H. Storage shelves clean, not rusted; wood painted or sealed

3. **Dishwashing Facilities**
   A. Equipment in proper working condition (especially sanitizing)
   B. Clean dishes stored to prevent contamination
   C. No common towel(s)
   D. Anti-slip devices on floor (e.g., rubber mats)

4. **Food Storage**
   A. Cold food cold (<40F), hot food hot (>150F), non-room temperature
   B. No raw food above cooked or processed food
   C. Foods thawed in refrigerator or under running water
   D. Work surfaces cleaned and sanitized between different foods
   E. Displayed food iced and protected from cough or sneeze
   F. Harmful chemicals away from food preparation and storage areas

5. **Other**
   A. Insect/pest control and contract
   B. Adequate handwashing facilities near food preparation area
   C. Floors clean, no grease buildup beneath equipment
   D. Mops, brooms, etc., stored away from food and dishwash areas
   E. Walls and ceilings clean, good repair
   F. Use a “Closing Checklist” food rotation, cleaning, etc.
   G. Use caution with latex gloves - some employees may have allergies

---

**Handwashing**

Poor personal hygiene is a major contributing factor to food-borne illness. Proper handwashing can keep harmful bacteria and viruses from contaminating food.

**How to Wash Your Hands**

Handwashing may seem simple, but there is a proper way to wash hands. Follow these recommended steps.

1. Wet hands and forearms with warm water.
2. Use soap. Lather hands and arms for about 20 seconds.
3. Wash thoroughly and be sure to clean under your nails and between your fingers.
4. Rinse thoroughly under warm running water.
5. Dry hands with a disposable towel or a hot air dryer. Do not use cloth towels left out for multiple people to use.

**When to Wash Your Hands**

It’s important to wash hands frequently and after possible contamination, especially:

- After going to the bathroom.
- After coughing, sneezing, eating, drinking, or smoking.
- After handling soiled equipment or utensils.
- Before beginning food preparation.
- During food preparation, especially when working with raw foods and changing tasks.
- Before handling clean dishes and utensils.

**What if You Wear Gloves?**

You still need to follow the same handwashing rules. Wash hands prior to wearing gloves and wash or change your gloves after any possible contamination, such as handling raw foods or changing tasks.
Getting Your Employees to Comply

Maintain proper handwash facilities and encourage your employees to practice good personal hygiene. Provide them with soap and paper towels and keep the supplies filled.

Train your employees on proper handwashing techniques and explain why handwashing is important for food safety. Post handwash signs to remind employees to wash their hands frequently. Monitor to ensure that they are complying.