



LakeCounty

Health Department and
Community Health Center

Daily Self-Inspection Form

Date: ___ / ___ / ___

NAME

POSITION

TIME

MORNING SHIFT _____ **AM**

EVENING SHIFT _____ **AM**

COOKING AND REHEATING

Time of Day	Food Item	Cooking (C) or Reheating (R)?	Temp (°F)	Corrective Action
AM				
PM				

CORRECTIVE ACTIONS: C = Continue cooking/reheating until proper temperature reached D = Discard food item

COLD HOLDING TEMPERATURES

Time of Day	Time	Unit Name	Unit Temp (°F)	Food Item	Food Temp (°F)	Corrective Action
AM						
PM						

CORRECTIVE ACTIONS: C = Continue cooking/reheating until proper temperature reached D = Discard food item

HOT HOLDING TEMPERATURES

Time of Day	Time	Food Item/Location	Temp (°F)	Corrective Action
AM				
PM				

CORRECTIVE ACTIONS: C = Continue cooking/reheating until proper temperature reached D = Discard food item



SANITIZER CHECK

Equipment/ Location	Concentration (ppm) or Final Rinse Temp. (°F)	Tape Test Strip Here
		x
		x
		x
		x

THERMOMETER CALIBRATION

Thermometer	Original Temp. (°F)	Calibrated Temp. (°F)
#1		
#2		
#3		
#4		

FOOD EQUIPMENT, CLEANING, AND MAINTENANCE

Task	AM		PM	
	M	NI	M	NI
Proper cooling steps followed for hot foods				
Food thermometer(s) available for use				
Refrigerator units, freezers, walk-ins, prep coolers: Discard foods past 7-day storage (except freezers), clean door/handles/gaskets, shelving, and walls/ceiling				
Wash and sanitize dishware/cookware				
Wash and sanitize in-use equipment (i.e. cutting boards, utensils, can openers, etc.)				
Clean-in-Place equipment cleaned (i.e. meat slicer, ice machine, etc.)				
Clean and sanitize counters/food-contact surfaces				
Replace sanitizer buckets/rags every _____ hours				
Sweep and mop kitchen floors including corners				
Gather and remove trash				
Clean under prep and cook equipment				
Clean grease traps and hoods				
Clean restrooms: sinks, toilets/urinals, floor, walls/ceiling, other fixtures, and empty trash				
Maintain pest control management				
Monitor maintenance for: dish machine/sanitizer, grease traps, hoods, refrigerator units/coolers/freezers				
Chemicals are labeled and stored away from food				

HANDWASHING AND EMPLOYEE HYGIENE

Check that all employees...	AM		PM	
	M	NI	M	NI
Are not sick and not experiencing illness signs/symptoms				
Have appropriate and clean attire (i.e. clothes, hair restraint, cuts covered, etc.)				
Have washed hand at appropriate times (i.e. at start of shift, in between changing tasks, after restroom use, before putting on new gloves)				
Are not eating/drinking/smoking in prep areas				
If drinking a beverage, closed container				
Check that the following are stocked at all hand sinks...	AM		PM	
	M	NI	M	NI
Hot Water				
Soap				
Paper Towels				
Handwashing Sign(s)				

CHECKLIST KEY: M = Meets NI = Needs Improvement

REMINERS	Cooking	Reheating	Cooling	Holding	Sanitizer	Calibration
	Poultry, stuffing: 165°F Ground meats, ground fish: 155°F Eggs served later: 155°F Eggs served immediately: 145°F Beef, pork, lamb, veal: 145°F Fish, shellfish: 145°F	Potentially hazardous foods: To 165°F held for 15 seconds Commercially-processed, ready-to-eat foods, vegetables, fruits, grains, legumes: To 135°F held for 15 seconds	Step 1: Cool within 2 hours from 135°F to 70°F Step 2: Cool within 4 more hours from 70°F to 41°F or below	Cold Hold: Keep at 41°F or below Hot Hold: Keep at 135°F or above	Concentration levels for chemical solutions Chlorine: 50-200ppm Quaternary Ammonium: 200ppm or Check manufacturer's specifications	Thermometer temperatures should stabilize during: Ice water method at 32°F Boiling water method at 212°F

Food Temperature Log										
Instructions: This is a basic log to record food temperatures and may be used for various monitoring practices.										
Location: _____		Reminder: Cold foods should be kept at 41°F or below. Hot foods should be kept at 135°F and above.								
Date	Food Item	Time	Temp (°F)	Food Process (Circle)			Corrective Action	Employee Initials/ Verified By		
9/1/16	Chicken Parmesan	5:45pm	155	Cold Hold	Hot Hold	Reheat	<u>Cook</u>	Cool	AB	RS
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
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				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		
				Cold Hold	Hot Hold	Reheat	Cook	Cool		

Corrective Action Key: (C) Rapidly chill with a cooling method (Cold Hold) (M) Move to another unit/location for cooling (Cold Hold)
 (RH) Reheat to 165°F for 15 sec (Hot Hold) (CR) Continue reheating process until proper temp. reached (Reheat)
 (CC) Continue cooking process until proper temp. reached (Cook) (R) Reheat to 165°F (Cool) (D) Discard food item & restart process (All)