

**CHECKLIST FOR NEW OR REMODELED  
FOOD SERVICE ESTABLISHMENTS**

**Sinks / Dishwashing**

Three-compartment sink installed for washing, rinsing and sanitizing equipment and utensils: \_\_\_\_\_

Three-compartment sink large enough for complete immersion of equipment and utensils, except fixed and excessively large equipment: \_\_\_\_\_

One or two compartment sink installed for food preparation: \_\_\_\_\_

Handwashing sink installed in food preparation area: \_\_\_\_\_

Mop sink with floor drain installed: \_\_\_\_\_

Commercial food service dishwasher installed with indicating thermometers on machine: \_\_\_\_\_

Drainboards at dishwashing equipment drain by gravity. Installed for both clean and soiled tableware and equipment: \_\_\_\_\_

Hot and cold running water under pressure adequate in quantity and temperature provided to all required plumbing fixtures: \_\_\_\_\_

**Drainage**

Salad bar indirectly drained to sewage disposal system: \_\_\_\_\_

Food preparation sink indirectly drained: \_\_\_\_\_

Dishwasher indirectly drained: \_\_\_\_\_

Dipper well indirectly drained: \_\_\_\_\_

Ice machine indirectly drained: \_\_\_\_\_

Wash-down drain provided outside walk-in: \_\_\_\_\_

**Surfaces**

Food contact surfaces of utensils and equipment non-toxic, corrosion resistant, (no enamelware), durable: \_\_\_\_\_

Cutting blocks hard maple or similar non-absorbent material: \_\_\_\_\_

Non-food contact surfaces of equipment corrosion resistant, durable, safe: \_\_\_\_\_

Finish material of floors, walls, ceilings, partitions and attached equipment, in all food preparation rooms, food storage rooms, and toilet rooms smooth, non-absorbent, easily cleanable, durable, easily accessible for cleaning, free from cracks and open seams: \_\_\_\_\_

Four inch mop-board provided at all floor / wall junctures: \_\_\_\_\_

Two foot backsplashes provided behind all movable tables or equipment: \_\_\_\_\_

Six foot backsplashes provided behind all moveable tables or equipment: \_\_\_\_\_

Walls, partitions, wall coverings and ceilings of walk-in refrigeration units, food preparation areas, dishwashing areas and toilet rooms are light in color: \_\_\_\_\_

**Storage**

Food storage areas constructed so that foods and food containers susceptible to floor moisture and food contact counter contamination are stored a minimum of six inches off the floor, protected from contamination: \_\_\_\_\_

Separate area provided for cleaning equipment such as mops, brooms, etc (Location: \_\_\_\_\_): \_\_\_\_\_

Designated location for employee storage of personal belongings: (Location: \_\_\_\_\_): \_\_\_\_\_

Filters or other grease-extracting equipment used in ventilation devices readily removable for cleaning and replacement, or designed to be cleaned in place:

\_\_\_\_\_

**Bar**

Liquor bar constructed:

\_\_\_\_\_

Four-compartment bar sink installed at bar:

\_\_\_\_\_

Separate ice bin provided at liquor bar:

\_\_\_\_\_

**Bathrooms**

Number of handwashing sinks in each toilet room:

\_\_\_\_\_

Number of toilets provided in each toilet room: (include number of urinals for male):

\_\_\_\_\_

Toilet tissue dispenser(s), handtowel(s) or heated air hand drying devices provided in toilet room(s):

\_\_\_\_\_

**General**

Grease trap installation:

\_\_\_\_\_

Adequate equipment, equipment facilities and storage areas provided for all items used in conjunction with food service operation:

\_\_\_\_\_

Exposed or unprotected sewer lines or other utility lines constructed in a manner that does not subject foods and containers of foods to contamination:

\_\_\_\_\_

Aisles and working spaces between equipment and walls unobstructed, wide enough for employees to perform duties without contaminating food or food-contact surfaces:

\_\_\_\_\_

Adequate lighting provided throughout establishment. Lights shielded from breakage in the food preparation, service, storage and display areas and where utensils and equipment are cleaned and stored:

\_\_\_\_\_

Appropriate indicating thermometers provided for hot and cold food service transport units: \_\_\_\_\_

Buffet and / or salad bar commercial quality construction, equipped with food protection shields, capable of maintaining potentially hazardous foods at 140 degrees F or above, or 40 degrees F or below during service: \_\_\_\_\_

Medications and first-aid supplies stored separately from food supplies (not above food supplies): \_\_\_\_\_

Installation of utility service lines does not obstruct floor, wall, ceiling and equipment cleaning: \_\_\_\_\_

Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (outside storage area, kitchen and toilet rooms): \_\_\_\_\_

Building rodent-proof: \_\_\_\_\_

Screen doors: \_\_\_\_\_

Screens for windows: \_\_\_\_\_

Food transported to other locations: Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Floor Plan**

Attach a floor plan drawing showing the layout and arrangement of the facility and all fixed equipment. Label all fixed equipment, such as three-compartment sink, ventilation hood, etc. Label each room and separated areas by name, such as food storage room, food preparation room, etc. Provide plumbing details on the floor plan.

Indicate the size of each room and separated areas by footage (length / width, not square feet). Indicate the name of the establishment on the floor plan.