



BOARD OF HEALTH

CHARLES E. SHEPARD MUNICIPAL BUILDING

48 High Street • P.O. Box 478 • Warren MA 01083-0609 • Tel. 413- 436-5701 ext:112 • Fax 413- 436-9754

Pre-Operation Inspection Checklist

Name of Establishment: _____

Date: _____

Sinks/Warewashing

- Handwash sinks provided & conveniently located
- "Employees must wash hands" sign provided at all handwash sinks
- Soap, paper towels, and a trash barrel provided at all handwash sinks
- Water temperature at handwash sink at least 100° F
- 3-bay sink provided with bays large enough to submerge the largest equipment and utensils
- Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation
- Dishwasher reaching proper final rinse temperature _____ N/A
 - Sanitizer solution used: 120° F
 - Stationary rack, single temp. machine: 165° F
 - All other machines: 180° F
- Mop sink provided
- Sanitizer provided (chlorine-bleach, quaternary ammonium compounds, or iodine)
- Sanitizer testing strips available
- Irreversible registering temperature indicator available on site for warewashing machines

Food Employees

- Food employees may not wear jewelry, besides a plain ring (i.e. wedding band), and shall wear clean clothing while preparing food
- Food employees wearing hair restraints such as hats/hair nets and/or beard restraints
- Food employees eat, drink, and/or use tobacco in designated areas, away from food preparation

Food Safety

- Fish shall be commercially and legally caught/harvested; wild mushrooms may not be offered for sale; game animals shall be commercially raised for food; eggs, milk, ice cream, and cheese shall be obtained pasteurized
- Shellstock & shucked shellfish shall be obtained in containers bearing legible identification tags or labels which shall remain attached to the container
- Utensils shall be stored in food with the handle above the top of the food/container, in running water of sufficient velocity, on a clean portion of a prep. table, or in a container of water maintained at or above 135° F



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- Gloves available; gloves are discarded when soiled, changing tasks, or when interruptions occur in the operation
- Food on display is packaged or otherwise protected by display cases or 'sneeze guards'
- Refrigeration capable of storing foods at 41° F or below; freezers capable of maintaining frozen foods frozen
- RTE raw/partially cooked fish must undergo parasite destruction; records maintained 90 days
- Packaged food is properly labeled
- Food thermometer available; PIC is able to calibrate
- Thermometers in all refrigerators and freezers
- Food is stored at least 6" above the floor
- Ingredients removed from original container are labeled with common name

Physical Facility

- Indoor floor, wall, and ceiling surfaces are:
 - Smooth, durable, and easily cleanable
 - Non-absorbent areas subject to moisture (food prep areas, walk-in refrigerators, ware washing areas, toilet rooms, and areas subject to flushing or spray-cleaning methods)
 - In good repair (i.e. no cracks, peeling up floor tiles, stained ceiling tiles, missing floor tiles, etc.)
- Food contact surfaces are:
 - Smooth, free of breaks, open seams, cracks, chips, etc.
- Light bulbs shielded, coated, or otherwise shatter resistant
- Dry storage areas are clean, dry, protected from splashes, dust, or other contamination
- Poisonous/toxic materials are labeled and stored so they cannot contaminate food, equipment, utensils, and linens
- Equipment is maintained in good repair; exterior doors are fully sealed

Bathrooms

- Toilet paper provided
- Water temperature at least 100° F
- [Handwash signage](#) provided
- Soap, paper towels, and a trash bin located at all handwash sinks
- Feminine products container located within each stall
- Properly vented; vents are clean and clear of debris
- Self-closing door

Required Certificates/Posters/Documents

- Food Protection Manager and Allergen Awareness certificates **posted** in a conspicuous place for the public



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- Choke training certificate available (recommend posting) (25+ seats only)
- A sign stating [“a copy of the most recent inspection form is available upon request”](#) hung in a conspicuous location for the public
- A clear and conspicuous notice on the printed menu or menu board stating: [“Before placing your order, please inform your server if a person in your party has a food allergy”](#)
- If applicable, a clear and conspicuous notice on the printed menu and/or menu board stating: [“Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness”](#)
 - All animal-derived foods shall be identified by asterisking them to the above-noted footnote that states that the items are served raw or undercooked, or contain (or may contain) raw or undercooked ingredients
- [Allergy poster](#) posted in the food preparation area (for employee view)
- A copy of the vomiting/diarrheal event plan is available for employees on site
- Signed copies of [Employee Health Care Policy](#) for every active food employee

Pre-operation conducted by: _____

Approval date: _____

Notes: _____

