



# 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

## Residential Kitchen/Cottage Food Operations Inspection Checklist

Name of Residential Kitchen: \_\_\_\_\_

Date: \_\_\_\_\_

### Sinks/Warewashing

- Handwash sink provided & conveniently located (can be kitchen sink)
- 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
  - 2-bay sink may be used with approval from BOH
- Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation
- Sanitizer provided (chlorine-bleach, quaternary ammonium compounds, or iodine)
- Sanitizer testing strips available
- Irreversible registering temperature indicator available on site for warewashing machine
- Dishwasher reaches minimum temperature of 150° F

### 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
- Only the permittee, and individuals under the supervision of the permittee are engaged in the processing, preparing, packaging, and handling of foods

### Food Safety

- Final products are non-TCS foods only
- 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
- Gloves available; gloves are discarded when soiled, changing tasks, or when interruptions occur in the operation
- Refrigeration capable of storing foods at 41° F or below; freezers capable of maintaining frozen foods frozen
- 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



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- No preparation, packaging, or handling of food may occur in the kitchen area concurrent with other domestic activities such as family meal preparation, clothes washing or ironing, or guest entertainment

## Water Supply

- Water is supplied through:
  - Municipal water system
  - Private well
    - Water supply must be tested prior to permitting
    - Water supply must be tested annually; records kept

## Wastewater

- Sewage disposed of through an approved system (city/town sewer or Title 5 compliant septic system)
- If on septic, a [WP 70, 70a: Alternative Design Flow for Title 5 Systems & Non-Sanitary Wastewater Discharges](#) application has been filed and approved by MA DEP – **if required**

## Physical Facility

- Indoor floor, wall, and ceiling surfaces are:
  - Smooth, durable, and easily cleanable
  - Non-absorbent for areas subject to moisture (food prep areas, warewashing areas, 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.
  - Washed, rinsed, and sanitized before each use
- Light bulbs shielded, coated, or otherwise shatter resistant
- Dry storage areas are clean, dry, protected from splash, 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
- Storage shelving clean and in good repair
- Refrigerators and freezers are clean, and shelving is in good repair
- Pets/children kept out of cook areas; pet bowls/dishes not present
- Rooms used as living or sleeping quarters not used for food preparation
- Free of rodents and insects

## Bathrooms

- Toilet paper provided
- Water temperature at least 100° F
- Handwash sink provided (note: kitchen handwash sink may not be used after using the restroom)
- Soap, paper towels, and a trash bin located at all handwash sinks

## Required Certificates/Posters/Documents

- Food Protection Manager and Allergen Awareness certificates available for inspector review.
- List of foods intended to be prepared available for inspector review
- Copies of all labels; [labels comply with minimum requirements](#)
- Allergy poster posted in the food preparation area:

