



Retail Food Establishment Self-Inspection Checklist

Directions: Mark Yes (Y) after each question if your operation performs the practice. Mark No (N) if it does not. Each “No” identifies a gap and offers a chance for revising your food safety program. Document your observations and corrective action taken to remedy the identified gap in food safety. *Please note this checklist does not address all possible food safety risk factors in the flow of food operational steps.* Consult the Montana Food Code for a description of all rules and regulations.

For additional food safety resources or have questions contact Environmental Health Services at (406) 582-3120 or at ehs@gallatin.mt.gov

Completed by:	Date:
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Statement	Y or N	Observations and Corrective Actions:
FOOD RECEIVING AND STORAGE PRACTICES		
Are food items received from approved sources, in good condition and at proper temperatures?		
Is food adequately protected and stored 6" or more off the floor?		
Is food protected from dirt, over-head leakage, and other forms of contamination?		
Are food storage rooms clean and organized?		
FOOD PREPARATION PRACTICES		
Is food thawing properly (in refrigerator, under running water, or part of the cooking process, remaining at 41°F or below at all times)?		
Are fruits and vegetables washed before preparation and placed in clean containers?		
Is cross-contamination avoided during preparation (hands washed and equipment washed, rinsed and sanitized between uses)?		
Is food adequately cooled (135°F to 70°F in two hours, then 70°F to 41°F in the next 4 hours)?		
Is food reheated rapidly (not on steam table) within 2 hours to 165°F?		
Is hot food held at 135°F or hotter?		
Are probe thermometers used to verify food temperatures?		
Are thermometers sanitized between each use?		
COLD FOOD STORAGE		
Are all cold foods held at 41°F or less?		
Are refrigerator temperatures documented in a temperature logs?		
Are food products stored protected in refrigeration units?		
Are food products labeled and date-marked?		
Are thermometers easily visible, in working condition, and accurate in all refrigeration units?		

<i>Statement</i>	<i>Y or N</i>	<i>Observations and Corrective Actions:</i>
EMPLOYEE PRACTICES		
Are all hand sinks accessible, in good repair, and stocked with soap and paper towels?		
Do employees wash their hands with soap and warm water for 20 second when starting a work shift, immediately after using restroom, between tasks, any time needed to prevent food contamination?		
Do employees wash their hands before putting on gloves and change gloves when necessary?		
Do employees prevent the handling of ready-to-eat foods with their bare hands?		
Are employees wearing clean clothes?		
Are all employees and managers wearing hair restraints?		
Are employees free of any illness, wounds, or infections?		
Are employees aware of what symptoms and illnesses must be reported to management?		
Are employee beverages stored in designated areas and have proper design (lid and straw)?		
KITCHEN AND EQUIPMENT		
Are all food contact surfaces washed, rinsed, and sanitized after use or at least every 4 hours?		
Are sanitizer test strips provided?		
Is the sanitizing rinse at the 3-bay sink at the proper concentration?		
Is the dish machine final rinse at the proper sanitizing concentration or temperature?		
Is the kitchen clean in all areas?		
Does your facility have a daily, weekly, monthly cleaning schedule?		
Are chemicals labeled and stored separated from food areas, equipment, linens and single use items?		
FACILITY		
Are walls, floors and ceilings kept clean and in good repair?		
Are all restrooms clean and stocked with soap, paper towels and toilet paper?		
Are dumpster lids kept closed and dumpster areas kept clean and organized?		
Is the facility free of insects and rodents?		
Has routine equipment checks and maintenance occurred?		

