



NRAO Department of Environmental Safety & Security

Food Service Sanitation Inspection Checklist

Inspected by:

Date:

Location of Inspection:

- * Inspections must be conducted on an annual basis
- * Maintain checklist as documentation of this requirement

PERMITS/INSPECTIONS	Yes	No	N/A
Food service permit			
Operational permit posted			
Inspected every 6 months			
Inspection report posted			
FOOD			
Sound condition, not spoiled			
Obtained from sources that comply with labeling			
FOOD PROTECTION			
Protected from dust, insects, rodents, unclean utensils, unnecessary handling, cough and sneeze, flood/drainage, overhead leakage			
Food temp below 45 F or above 140 F			
FOOD STORAGE			
Stored in original container			
Stored 6 inches above floor			
No food under sewer water lines or toilet rooms			
No packaged food in contact with water or ice			
FOOD PREPARATION			
Prepare food with approved utensils			
Prepare food on cleaned, rinsed, sanitized surfaces			
Wash fruit/vegetables prior to cook or serve			
Metal stem type thermometer used for internal temp, holding, refrigeration			
FOOD DISPLAY and SERVICE			
Condiments provided in individual containers or approved dispenser			
Ice dispensed by tongs, scoop			
Food on display protected from consumer			
PERSONNEL			
No communicable disease			
Employees wash hands			
Clean outer clothing			
Hair restraints used			
Food consumed only in dining area			
No tobacco			

EQUIPMENT AND UTENSILS	Yes	No	N/A
Multi use equipment corrosion resistant, cleanable			
Food contact surface cleanable, smooth			
No threaded areas in food contact equipment			
Food contact surfaces accessible for cleaning			
Ventilation filter hoods readily removed for cleaning			
No equipment under exposed sewer lines, stairwells			
Aisles clear			
CLEANING SANITIZING AND STORAGE OF EQUIPMENT AND UTENSILS			
Tableware cleaned after each use			
Kitchenware and food contact surfaces cleaned after each use			
Utensils washed periodically			
Food contact surfaces cleaned at least once a day			
Food contact surfaces free of grease			
Clean cloths for wiping food spills with no other purpose			
Nonfood contact cleaning cloths for no other purpose			
Dishwasher cleaned daily			
After sanitizing, air dry utensils			
Utensils touched only by handles			
Cups, bowls only handled to touch outside surfaces			
Cleaned utensils stored 6 inches above floor in dry location			
Cleaned utensils protected from splashes			
No utensils placed under sewer lines, non-potable lines			
Glasses, cups stored inverted			
Handle of utensils presented to customer			
Single service items stored 6 inches above floor			
Single service utensils individually wrapped or dispensed from approved container			
No food, utensils stored in toilet facility or vestibule			
SANITARY FACILITIES AND CONTROLS			
Grease traps accessible for cleaning			
Available toilet facilities			
Toilets completely enclosed with self-closing doors			
Waste receptacle easily cleanable			
Lavatories within 20 feet of each food prep area			
Lavatories in toilet rooms			
Sinks for hand-washing not to be used for food prep			
Each lavatory equipped with hot and cold water			
Hand soap available			
Sanitary towels available			
Garbage in leak-proof, cleanable (liners may be used)			
Trash containers in food service areas kept covered			
Outside containers cleanable with lids			
Sufficient garbage containers			
Soiled dumpsters cleaned regularly			
Garbage inaccessible to rodents			

	Yes	No	N/A
No outside storage of plastic bags, paper bags			
Refuse storage rooms easily cleanable, rodent proof			
Sufficient storage in outside storage for refuse			
Dumpster on smooth non-absorbent surface			
Garbage disposed of frequently			
Premises prevent presence of rodents, insects			
Openings to outside tight fitting free of breaks			
CONSTRUCTION AND MAINTENANCE OF PHYSICAL			
Floors smooth, durable			
No carpet in food prep, wash, food storage, or toilets			
Mats nonabsorbent, grease resistant, readily cleaned			
Exposed service lines do not obstruct cleaning			
Walls, ceilings, doors, windows, skylights in good repair			
Concrete blocks finished surface and sealed			
No exposed studs in refrigeration units, food prep			
No exposed utility lines in refrigeration units, food prep			
All ceiling fixtures easily cleaned			
Floors cleaned between meals			
Light shielding on all food prep and service areas			
Sufficient ventilation			
Change room provided for employees			
No excess poisons present			
Poison containers labeled			
Detergents, sanitizers, cleaning agents separate from caustics, acids, insecticides			
No poison stored above foods			
Medications stored away from foods			
Area kept free of litter			
No unauthorized traffic			
No food service areas in sleeping quarters			
Sleeping quarters separated from food service by self-closing doors			
Clean clothes stored in clean place			
Soiled cloths stored in washable laundry bags, or non-absorbent containers			
Cleaning tool stored away from food and linens			
No live animals permitted in the establishment			

Return the Completed Form to: ES&S Site Safety Division
Copy to: NRAO ES&S Admin Support – Diana Torres: dltorres@nrao.edu