

FOOD SERVICE ESTABLISHMENT PRE-OPENING CHECKLIST

FOOD:

- ❑ All foods are purchased from an approved kitchen or source.
- ❑ All establishments, except Category III (ex. prepackaged food and beverage only), are under the operational supervision of a certified food service sanitation manager. Category I facility provide a manager at all time potentially hazardous foods are handled. Category II facility employ a minimum of one full-time manager.

EQUIPMENT AND INSTALLATION AND LOCATION:

- ❑ Equipment and food, including icemakers and ice storage equipment, not located under exposed or unprotected sewer lines, or leaking water lines, open stairwells, or other sources of contamination.
- ❑ All equipment approved by National Sanitation Foundation (N.S.F.) or equivalent.
- ❑ Floor mounted equipment, unless readily movable, sealed to the floor; or installed on raised platforms of concrete or other smooth masonry in a way that meets all requirements for ceiling or floor clearance; or elevated on legs to provide at least a six-inch clearance between the floor and equipment, if no part of floor under the mixer is more than six-inches from cleaning access.
- ❑ Table mounted equipment that is placed on tables or counters, unless potable, sealed to the table or counter or elevated on legs to provide at least a four-inch clearance between the table or counter and equipment, and installed to facilitate the cleaning of the equipment and adjacent areas.
- ❑ Aisles and working spaces between units of equipment and between equipment and walls unobstructed and have sufficient width to permit employees to perform their duties.
- ❑ Proper thermometers (long stem) ranging from 0°F to 220°F provided to take temperatures of food. These thermometers are sanitized properly.
- ❑ Hand washing sinks accessible and conveniently located in kitchen, bar, dish room, and wait staff area. Utility sink or curbed cleaning facility with floor drain provided for cleaning of mops and disposal of mop water. Both installed according to the current Illinois State Plumbing Code.
- ❑ Food preparation sink provided with drain board, if washing of food preformed. For this sink's plumbing an air gap and grease trap may be required.
- ❑ Sneeze guards installed for salad and buffet bars for protection.

REFRIGERATION:

- ❑ Adequate refrigeration and freezer space for food and approved by National Sanitation Foundation (N.S.F.) or equivalent.
- ❑ All refrigeration and freezers provided with accurate thermometers and conspicuous located in the warmest part of the unit. Refrigeration temperatures shall be: 41°F or less. Freezers: 0°F or less.
- ❑ Walk-in refrigeration and freezers with smooth washable walls, ceiling and floors properly sealed and covered. Waste lines indirectly connected to floor sinks or drains outside walk-in refrigeration, metal shelving or other acceptable corrosion resistant, non-absorbent, non-toxic materials, with no rust.

WASHING AND SANITIZING EQUIPMENT:

- ❑ For manual dishwashing a three-compartment sink provided *with double drain boards*, and hot and cold running water tempered by the means of a mixing valve or combination faucet that reaches all three sinks. To meet plumbing code, a grease trap and air gap may be required.
- ❑ If dishwasher machines are provided, they are N. S. F. approved or equivalent spray type that provide wash water and sanitizing rinse at proper temperatures.
- ❑ Manual sanitizer provided, including one of the following: Chlorine, Ammonium Chloride (Quat), Iodine, Acid. If store purchased chlorine used, must contain EPA reg. number on label (ex. non-scented Clorox). Provided proper sanitizer test strips for all sanitizers used, including dish machine.
- ❑ Dipper well for frozen dessert dispensing provided with running water, or utensils stored clean and dry.

STORAGE FACILITIES:

- ❑ Pesticides and other toxic items stored separate from food preparation and storage areas and separate from soaps and sanitizers. These must be in locked cabinet. (Medications also stored separate.)
- ❑ Enough storage space provided for dry goods, shelving in good repair to be smooth, easily cleanable, slotted, sealed or painted and free of rust build-up. (Shelving installed meets requirement of food elevated six-inches above the floor)

CONSTRUCTION OF BUILDING:

- ❑ All outer openings protected (i.e. windows and doors) to make them rodent and vermin proof. All doors to outside are self-closing.
- ❑ Outside/inside for building structure and exterior areas of establishment clean, sealed and maintained in good repair.
- ❑ Only articles and foods necessary for the operation and maintenance of the establishment are stored on premises.
- ❑ All dumpsters stored on concrete or asphalt, including grease dumpsters provided for foods fried at the facility.

VENTILATION:

- ❑ All cooking equipment installed under hoods and mechanical exhaust systems to effectively remove odors, smoke vapors, etc. (i.e. ranges, deep fat fryers, rotisseries, barbecues, etc.). Filters slanted to prevent grease from dripping into food or food preparation surfaces. Contact the state &/or local Fire Marshall for requirements.
- ❑ Dishwashing and food preparation areas adequately vented to prevent moisture accumulation and a reasonable comfort for employees.
- ❑ Restrooms provided with mechanical ventilation to effectively remove obnoxious odors.
- ❑ All other rooms adequately vented for expected use.

PLUMBING:

- ❑ All new plumbing installed by a licensed plumber and in accordance with applicable state and local plumbing codes.
- ❑ Submit a satisfactory plumbing inspection report approved by the Health Department. (All new construction is subject to an inspection by the IDPH State Plumber. If this is an existing food facility, submit a plumbing report from a licensed plumber conducting work at the establishment, or the state plumbing inspector may be available. Plumbing reports on letterhead, including plumber's license number, whether or not the new plumbing meets applicable state and local codes, and any deficiencies, and signed and dated.)
- ❑ Water supply adequately protected from cross-contamination from other non-potable water supplies.
- ❑ Grease traps provided in accordance with applicable state and local codes.

SEWAGE:

- ❑ If on private sewage, the private sewage disposal system must meet current code requirements; a satisfactory septic inspection must be submitted with pre-open application. A licensed and registered private sewage disposal contractor's inspection must include a detailed description of the type and location of sewage system present, and the Contractor's signature and date must be on the report.

TOILET FACILITIES:

- ❑ Installed in accordance with Illinois Plumbing Code.

LIGHTING:

- ❑ Working surfaces and food preparation areas with at least 20 foot candles of light on all working surfaces (i.e. food preparation, utensil and equipment washing, storage areas, and lavatory and toilet areas), and at least 10 foot candles in all other areas except dining areas.
- ❑ Protective shielding over light fixtures above all food preparation, display, service, cleaning and storage areas for utensils and equipment provided.

FLOORS:

- ❑ Floors in food preparation, food storage, dishwashing, walk-in refrigeration and freezer, toilet rooms, and dressing rooms must be smooth, durable, easily cleanable, in good repair, free of cracks and chips and non-absorbent. Carpeting is not allowed in these areas.
- ❑ If floor drains are present the floor should slope to drains.

WALLS AND CEILINGS:

- ❑ Walls and ceilings clean, in good repair, smooth, light colored and easily cleanable surfaces.
- ❑ Studs, joists, piping, conduits, etc. installed inside walls and floors; however, where existing structure exists all studs, joists, piping, conduit and etc. are encased.

***NOTE:** Refer to Illinois State food Sanitation Code and County food ordinance for additional requirements.