



# COMMERCIAL KITCHENS: CHECKLIST

## DOCUMENTS

- ☐ REHA Permit/License posted in public view
- ☐ Current Certified Food Protection Manager employed / certificate on site
- ☐ Employee health agreements (digital or paper copies) on site\*
- ☐ Biohazard Cleanup Kit & Procedures on site
- ☐ Handwashing sign at all handwashing sinks
- ☐ Consumer advisory on menu ONLY for undercooked or raw served animal products\*



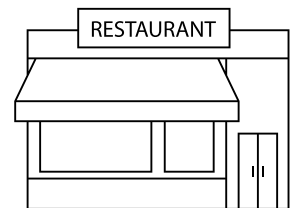
## EMPLOYEE HYGIENE

- ☐ Employees use proper hand washing techniques\*
- ☐ No tobacco use in the facility
- ☐ Clean clothing
- ☐ No jewelry on hands or wrists (plain ring acceptable)
- ☐ Keep fingernails trimmed and clean
- ☐ Employee personal belongings (coats, meds, food) kept separated from food service items.
- ☐ Remove apron when leaving kitchen



## THE BUILDING

- ☐ All Surfaces must be smooth, durable, non absorbent, noncorrosive, & good condition
- ☐ Adequate lighting provided
- ☐ Lights in food prep areas are shatterproof or shielded
- ☐ Adequate ventilation
- ☐ Floor wall junctures have coving
- ☐ Exit doors are tight fitting
- ☐ Windows or doors that are opened are properly screened to prevent entry of vermin
- ☐ Self-closing restroom doors
- ☐ Covered trash container in women's' restroom for feminine products
- ☐ All Hand washing sinks are "hands free" operated (paddle handles) & equipped with (paper towel, soap, handwashing sign)



## STORAGE

- ☐ Chemicals are stored separately from food and other food service items
- ☐ Food is covered (except when cooling) and protected
- ☐ Food and food service items are stored in a cool dry location
- ☐ Food and food service items are off the floor and not under wastewater pipes
- ☐ Food storage equipment is smooth, durable, non-absorbent (No raw wood)

## EQUIPMENT

- ☐ Equipment meets commercial standards (see certified list provided by inspector)
  - ☐ Equipment is maintained in a clean operating condition
  - ☐ Thermometers present in all coolers & freezers
  - ☐ Calibrated Internal food thermometer
  - ☐ Coolers meet capacity for the facilities' operation
  - ☐ Coolers must keep food 41 degrees F or below at all times (even during defrost)
  - ☐ Single basin handwashing sinks conveniently available at all food prep and warewashing areas with all required aids (paper towel, soap, handwashing sign)
  - ☐ Service sink present for dumping mop bucket
  - ☐ Air gap required on ice machines, dish machine, ice bins, and food prep sink
  - ☐ Food prep sink with air gap (sink may be required based on menu/processes. Talk to your inspector)
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## FOOD PROTECTION

- ☐ TCS Food never held in danger zone 42-134 degrees F
  - ☐ Proper 7-day date marking procedure for TCS foods\*
  - ☐ Adequate hand washing when changing gloves\*
  - ☐ No bare hand contact with ready to eat food
  - ☐ Utensils (scoops/tongs) washed as required. Handles do not have contact with food
  - ☐ Cooking time and temperature parameters are met\*
  - ☐ Cooling time and temperature parameters are met\*
  - ☐ Reheating time and temperature parameters are met\*
  - ☐ All food is obtained from approved sources
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## WAREWASHING

- ☐ A Commercial dish machine or a 3-4 compartment sink must be available
  - ☐ Multi-compartment sink set up to Wash, Rinse, Sanitizer (with approved sanitizer)
  - ☐ All dishes and utensils must be air dried thoroughly prior to stacking in storage
  - ☐ High heat machine: Wash Temp: 150, Rinse Temp: 180, Dish Temp: 160 degrees F
  - ☐ Chemical Dish machine: Approved chlorine sanitizer 50ppm & 120 degrees F, Test strips on site
  - ☐ Dish machine data plate present on equipment
  - ☐ Test strips on site for warewashing and wiping cloth bucket sanitizer used
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This document uses an asterisks\* symbol to mark topics we highly recommend you review the corresponding fact sheet. Fact sheets can be found at this link below.

[https://datcp.wi.gov/Pages/Programs\\_Services/FoodCodeFactSheets.aspx](https://datcp.wi.gov/Pages/Programs_Services/FoodCodeFactSheets.aspx)