

# 2024 Safety Officer Inspection Worksheet

## Kitchen/Serving Area

Name \_\_\_\_\_

Date \_\_\_\_\_

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| <p><b>GENERAL REQUIREMENTS (Standards set by FDA)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Food Service Manager (contractor) should hold a Food Service Manager Certificate issued by their State Health Department</li> <li><input type="checkbox"/> If requesting a Local Health Department inspection, their inspector should be met and accompanied by the SOF &amp; FUDL</li> <li><input type="checkbox"/> Fire extinguishers min. 2A 10BC with up-to-date inspection tags</li> <li><input type="checkbox"/> Fixed systems with current inspection tag over all cooking areas</li> </ul>   | <p><b>FOOD SERVERS &amp; SERVING AREA</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All hair in hat or hairnet</li> <li><input type="checkbox"/> Long facial hair must be covered</li> <li><input type="checkbox"/> All outer clothing: aprons, gloves, caps, etc. must be clean</li> <li><input type="checkbox"/> Staff must wear clean disposable gloves when serving food</li> <li><input type="checkbox"/> A separate hand washing area provided for the food handling staff</li> <li><input type="checkbox"/> Food served in single use plates or bowls</li> <li><input type="checkbox"/> Individually packaged eating utensils</li> <li><input type="checkbox"/> Sneeze guards provided in self-serve areas (if applicable)</li> </ul>   |
| <p><b>FOOD STORAGE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hot or Warm must be at or above 140 Degrees</li> <li><input type="checkbox"/> Refrigerated food must be stored at or below 40 degrees / 0 degrees or below for frozen goods</li> <li><input type="checkbox"/> All food stored at least 6 inches off floor</li> <li><input type="checkbox"/> Wooden storage racks are <u>not</u> permitted</li> <li><input type="checkbox"/> Dry goods stored in an enclosed area</li> <li><input type="checkbox"/> All containers must be covered and labeled (Contents/Date/User)</li> <li><input type="checkbox"/> Vermin extermination plan in place</li> <li><input type="checkbox"/> Sack lunches                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be refrigerated until they're distributed</li> <li><input type="checkbox"/> Must have vendors "ID" and a "Consume By" date</li> </ul> </li> </ul> | <p><b>CLEANING AND SANITIZING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Separated from the preparation and serving areas</li> <li><input type="checkbox"/> Cleaning uses a potable water source</li> <li><input type="checkbox"/> Minimum of 3 sinks required                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash with potable water and phosphate free soap</li> <li><input type="checkbox"/> Rinse with 165-degree water minimum</li> <li><input type="checkbox"/> Sanitize with 1 part bleach to 100 parts water</li> </ul> </li> <li><input type="checkbox"/> Eye protection, gloves and apron required when using pressurized water</li> <li><input type="checkbox"/> Air dry in covered rack</li> <li><input type="checkbox"/> Cleaning products                             <ul style="list-style-type: none"> <li><input type="checkbox"/> MSDS available</li> <li><input type="checkbox"/> Product containers are labeled</li> </ul> </li> </ul> |
| <p><b>EATING AREAS (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be covered with an approved tent or shade fly with solid or netted sides</li> <li><input type="checkbox"/> Tent or shade fly must be secured from wind</li> <li><input type="checkbox"/> Seating for 150 minimum</li> <li><input type="checkbox"/> Lighting protected from damage</li> <li><input type="checkbox"/> Cleaning and maintenance plan posted</li> <li><input type="checkbox"/> Dust control provided as needed</li> <li><input type="checkbox"/> Trash removal maintained to discourage wildlife encroachment</li> </ul>   | <p><b>WATER HANDLING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Potable Water                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum 200 Gal. storage</li> <li><input type="checkbox"/> Bladders stenciled "POTABLE WATER"</li> <li><input type="checkbox"/> "White" hose used</li> </ul> </li> <li><input type="checkbox"/> Grey Water                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum 500 Gal. storage</li> <li><input type="checkbox"/> Bladders stenciled "GREY WATER"</li> <li><input type="checkbox"/> Removed by licensed waste hauler</li> </ul> </li> </ul>   |

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| <p><b>LPG GAS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LPG tanks at least 25' from open flame; downwind from ignition sources</li> <li><input type="checkbox"/> All cylinders have a current tank test cert.</li> <li><input type="checkbox"/> Hoses, shut offs and connections tested for leaks</li> <li><input type="checkbox"/> Stored upright and firmly chained</li> <li><input type="checkbox"/> Protected from moving vehicles; flex lines protected from traffic</li> <li><input type="checkbox"/> Required extinguisher available</li> <li><input type="checkbox"/> "No smoking" signs posted</li> </ul> | <p><b>ELECTRICAL EQUIPMENT/LIGHTS &amp; GENERATORS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Properly located with respect to noise and CO emissions</li> <li><input type="checkbox"/> Trip hazards mitigated</li> <li><input type="checkbox"/> Unit properly stored/parked (Tires Chalked/Hitch Flagged)</li> <li><input type="checkbox"/> All circuit breakers functioning</li> <li><input type="checkbox"/> GFI protection provided as needed</li> <li><input type="checkbox"/> Unit properly grounded</li> <li><input type="checkbox"/> Fuel properly stored</li> <li><input type="checkbox"/> Proper warning signs/labels used on all panels and equipment</li> <li><input type="checkbox"/> Contact local building department and request an inspection as needed</li> </ul> |
| <p><b>SANITATION FACILITIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be close to work area</li> <li><input type="checkbox"/> Are separate from other toilet facilities</li> <li><input type="checkbox"/> Separate hand washing facilities must be available</li> <li><input type="checkbox"/> Trash removal maintained to discourage wildlife encroachment</li> </ul>  |  |