

Self-Inspection Checklist

Today's Date: _____

Please use this checklist to ensure that your business is ready before leaving your Commissary/Commercial Kitchen and before serving food. If used daily, this checklist can help you and your employees form habits of safe food handling which can protect your customers from food-borne illness.

Please initial write the initials for the person responsible for each item. Check box when completed.

All items below are required by the Alameda County Department of Environmental Health (ACEH)

- _____ ☐ Vehicle has a valid Alameda County Environmental Health Permit to operate.
- _____ ☐ Fresh water tank is full and water heater is working.
- _____ ☐ Hot running water with a minimum temperature of 120°F available at 3-compartment sink
- _____ ☐ Approved sanitizing solution (such as bleach) and test kit (test strips) are available for washing utensils & equipment.
- _____ ☐ Wiping cloth sanitizing buckets and supply of clean wiping cloths are on hand.
- _____ ☐ Hand wash sink is supplied with a minimum temperature of 100°F.
- _____ ☐ Hand wash sink and utensil sink are unobstructed and accessible and ready-to-use
- _____ ☐ No food is being stored in the hand sink or utensil sink.
- _____ ☐ Liquid hand soap and paper towels are available at the hand wash sink.
- _____ ☐ MFF has an adequate supply of disposable, non-latex gloves for use when handling RTE foods
- _____ ☐ All food is obtained, stored & prepared at an approved facility. No food stored at home.
- _____ ☐ Gate valves are working and closed – no liquid waste is draining onto the ground.
- _____ ☐ Generator fuel tank (if applicable) is filled to capacity
- _____ ☐ Generator is **working** and **turned on** before leaving the commissary
- _____ ☐ Refrigeration is functional to maintain potentially hazardous foods at 41°F (air temp is at least 38°F)
- _____ ☐ Potentially hazardous foods are maintained at 41°F or below or 135°F or above.
- _____ ☐ Facility free of vermin.
- _____ ☐ Employees with cuts, sores, or rashes on the hands are removed from duty or are wearing gloves.
The Person in Charge (PIC) has reported to ACEH if any food employee is diagnosed with a reportable illness (Salmonella, Hepatitis A, E. coli, Shigella, Norovirus, or Entamoeba histolitica) or if the PIC has knowledge that two or more employees are experiencing symptoms of an acute gastrointestinal illness.
- _____ ☐ Approved toilet with toilet paper and hand washing facilities with warm (min 100°F) water, single service soap & paper towels in dispenser are available within 200 ft, if vehicle operates at a location for longer than one hour.
- _____ ☐ Provide proof of approved commissary usage (current Commissary Agreement is on file with ACEH)
- _____ ☐ Original food safety certification of employee in charge of food safety management and training is on the vehicle.
- _____ ☐ Food items are stored in NSF approved containers, such as hotel pans or plastic food service containers with tight fitting lids; **NOT** in plastic grocery bags
- _____ ☐ Alameda County Department of Environmental Health Placard is Posted

Please write-in other items that are specific to your food operation and relating to safe food handling

- _____ ☐ _____
- _____ ☐ _____

7 Common Closure Violations

