



Hazard Analysis Critical Control Points  
**MANAGER SANITATION CHECKLIST**



DATE: \_\_\_\_\_ OBSERVER: \_\_\_\_\_

**PERSONAL DRESS AND HYGIENE**

Employee wears proper uniform including proper  
 YES  NO Corrective Action \_\_\_\_\_

Hair restraint is worn  
 YES  NO Corrective Action \_\_\_\_\_

Fingernails are short, unpolished and clean  
 YES  NO Corrective Action \_\_\_\_\_

Jewelry is limited to watch, simple earrings and plain ring  
 YES  NO Corrective Action \_\_\_\_\_

Hands are washed or gloves are changed at critical points  
 YES  NO Corrective Action \_\_\_\_\_

Open sores, cuts, splints or bandages on hands are completely covered while handling food.  
 YES  NO Corrective Action \_\_\_\_\_

Hands are washed thoroughly using proper hand-washing techniques at critical points  
 YES  NO Corrective Action \_\_\_\_\_

Smoking is observed only in designated areas away from preparation, service, storage and ware-washing areas.  
 YES  NO Corrective Action \_\_\_\_\_

Eating, drinking and chewing gum are observed only in designated areas away from work areas.  
 YES  NO Corrective Action \_\_\_\_\_

Employees take appropriate action when coughing or sneezing.  
 YES  NO Corrective Action \_\_\_\_\_

Disposable tissues are used and disposed of when coughing/blowing nose  
 YES  NO Corrective Action \_\_\_\_\_

**LARGE EQUIPMENT**

Food slicer is clean to sight and touch  
 YES  NO Corrective Action \_\_\_\_\_

Food slicer is sanitized between uses when used with potentially hazardous foods  
 YES  NO Corrective Action \_\_\_\_\_

All other pieces of equipment are clean to sight and touch – equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment.  
 YES  NO Corrective Action \_\_\_\_\_

Exhaust hood and filters are clean  
 YES  NO Corrective Action \_\_\_\_\_

**REFRIGERATOR, FREEZER AND MILK COOLER**

Thermometer is conspicuous and accurate  
 YES  NO Corrective Action \_\_\_\_\_

Temperature is accurate for piece of equipment  
 YES  NO Corrective Action \_\_\_\_\_

Food is stored 6 inches off floor in walk-ins  
 YES  NO Corrective Action \_\_\_\_\_

Unit is clean  
 YES  NO Corrective Action \_\_\_\_\_

Proper chilling procedures have been practiced  
 YES  NO Corrective Action \_\_\_\_\_

All food is properly wrapped, labeled and dated  
 YES  NO Corrective Action \_\_\_\_\_

FIFO (First In, First Out) inventory is being practiced  
 YES  NO Corrective Action \_\_\_\_\_

**FOOD STORAGE AND DRY STORAGE**

Temperature is between 50° F and 70° F  
 YES  NO Corrective Action \_\_\_\_\_

All food and paper supplies are 6 to 8 inches off the floor.  
 YES  NO Corrective Action \_\_\_\_\_

All food is labeled with name and delivery date  
 YES  NO Corrective Action \_\_\_\_\_

FIFO (First In, First Out) inventory is being practiced  
 YES  NO Corrective Action \_\_\_\_\_

There is no bulging or leaking canned goods in storage  
 YES  NO Corrective Action \_\_\_\_\_

Food is protected from contamination.  
 YES  NO Corrective Action \_\_\_\_\_

All surfaces and floors are clean.  
 YES  NO Corrective Action \_\_\_\_\_

Chemicals are stored away from food and other food related supplies.  
 YES  NO Corrective Action \_\_\_\_\_

**HOT HOLDING**

Unit is Clean.  
 YES  NO Corrective Action \_\_\_\_\_

Food is heated to 165° F before placing in hot holding  
 YES  NO Corrective Action \_\_\_\_\_

Temperature of food being held is above 140° F.  
 YES  NO Corrective Action \_\_\_\_\_

Food is protected from contamination.  
 YES  NO Corrective Action \_\_\_\_\_

### **FOOD HANDLING**

Frozen food is thawed under refrigeration or in cold running water  
 YES  NO Corrective Action \_\_\_\_\_

Food is not allowed to be in the “temperature danger Zone” for more than 4 hours.  
 YES  NO Corrective Action \_\_\_\_\_

Food tasted using proper method.  
 YES  NO Corrective Action \_\_\_\_\_

Food is not allowed to become cross-contaminated.  
 YES  NO Corrective Action \_\_\_\_\_

Food is handled with utensils, clean gloved hands or clean hands.  
 YES  NO Corrective Action \_\_\_\_\_

Utensils are handled to avoid touching parts that will be in direct contact with food.  
 YES  NO Corrective Action \_\_\_\_\_

Reusable towels are used only for sanitizing equipment surfaces and not drying hands, utensils, floor, etc  
 YES  NO Corrective Action \_\_\_\_\_

### **UTENSILS AND EQUIPMENT**

All small equipment and utensils, including cutting boards are sanitized between uses.  
 YES  NO Corrective Action \_\_\_\_\_

Small equipment and utensils are air dried.  
 YES  NO Corrective Action \_\_\_\_\_

Work surfaces are clean to sight and touch.  
 YES  NO Corrective Action \_\_\_\_\_

Work Surfaces are sanitized between uses.  
 YES  NO Corrective Action \_\_\_\_\_

Thermometers are washed and sanitized between each use.  
 YES  NO Corrective Action \_\_\_\_\_

Can opener is clean to sight and touch.  
 YES  NO Corrective Action \_\_\_\_\_

Drawers and racks are clean.  
 YES  NO Corrective Action \_\_\_\_\_

Small equipment is inverted, covered or otherwise protected from dust and contamination when stored.  
 YES  NO Corrective Action \_\_\_\_\_

### **CLEANING AND SANITIZING**

Three-compartment sink is used  
 YES  NO Corrective Action \_\_\_\_\_

Three-compartment sink is properly set up for ware-washing (wash, rinse, sanitize)  
 YES  NO Corrective Action \_\_\_\_\_

Chlorine test kit or thermometer is used to check sanitizing process.  
 YES  NO Corrective Action \_\_\_\_\_

The water temperature is accurate.  
 YES  NO Corrective Action \_\_\_\_\_

If heat-sanitizing, the utensils are allowed to remain immersed in 170° F water for 30 seconds.  
 YES  NO Corrective Action \_\_\_\_\_

If using chemical sanitizer, it is the proper dilution.  
 YES  NO Corrective Action \_\_\_\_\_

The water is clean and free of grease and food particles..  
 YES  NO Corrective Action \_\_\_\_\_

The utensils are allowed to air dry.  
 YES  NO Corrective Action \_\_\_\_\_

Wiping clothes are stored in sanitizing solution while in use.  
 YES  NO Corrective Action \_\_\_\_\_

### **GARBAGE STORAGE AND DISPOSAL**

Kitchen garbage cans are clean.  
 YES  NO Corrective Action \_\_\_\_\_

Garbage cans are emptied as necessary.  
 YES  NO Corrective Action \_\_\_\_\_

Boxes and containers are removed from site  
 YES  NO Corrective Action \_\_\_\_\_

Loading dock and area around dumpster are clean.  
 YES  NO Corrective Action \_\_\_\_\_

Dumpster is closed.  
 YES  NO Corrective Action \_\_\_\_\_

### **PEST CONTROL**

Screen on open windows and doors are in good repair.  
 YES  NO Corrective Action \_\_\_\_\_

No evidence of pests is present.  
 YES  NO Corrective Action \_\_\_\_\_