



CHECKLIST

Use this checklist as a quick guide to help with the day-to-day operation of your food premises. *Note: this checklist does not cover all requirements under the Ontario Food Premises Regulation, 562.*

CLEAN

Clean and sanitize the kitchen before and after food preparation to stop harmful bacteria from spreading.

Food contact surfaces are cleaned and sanitized (e.g., kitchen counters, cutting boards, tables, utensils, faucet handles, sinks, small appliances, and refrigerator handles).			
Before	<input type="radio"/> Yes	<input type="radio"/> No	
During	<input type="radio"/> Yes	<input type="radio"/> No	
After food preparation	<input type="radio"/> Yes	<input type="radio"/> No	
Action required:			
Equipment is in good repair (e.g., cutting boards must be replaced when deep cracks or crevices are present).		<input type="radio"/> Yes	<input type="radio"/> No
Action required:			
Fresh fruits and vegetables are washed with water before preparing or serving them.		<input type="radio"/> Yes	<input type="radio"/> No

STEPS FOR PROPER CLEANING AND SANITIZING EQUIPMENT

Clean equipment, dishes, and surfaces with hot water and soap to remove dirt and soil. Rinse with clean, warm water and follow with a sanitizer.

Chemical sanitizers:			
Test strips present.	<input type="radio"/> Yes	<input type="radio"/> No	
Chlorine 100 ppm.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Quaternary Ammonia 200 ppm.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Iodine 25 ppm.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Wiping cloths are stored in a sanitizing solution.	<input type="radio"/> Yes	<input type="radio"/> No	
Hot water sanitizer:			
Hot water at least 77°C (170°F).	<input type="radio"/> Yes	<input type="radio"/> No	
A thermometer is used to verify hot water temperature.	<input type="radio"/> Yes	<input type="radio"/> No	

When using a two or three compartment sink, ensure items are in contact with the chemical solution or hot water for at least 45 seconds.

MECHANICAL DISHWASHER REQUIREMENTS

Low temperature machine (chemical sanitizer):			
	Iodine 25 ppm.	<input type="radio"/> Yes	<input type="radio"/> No
	Chlorine 100 ppm.	<input type="radio"/> Yes	<input type="radio"/> No
	Quaternary Ammonia 200 ppm.	<input type="radio"/> Yes	<input type="radio"/> No

Note: The wash water is to be clean and reach a temperature between 60°C (140°F) and 71°C (160°F).

High temperature machine (hot water used to sanitize):			
	Sanitizing water temperature reaches 82°C (180°F) and holds for 10 second.	<input type="radio"/> Yes	<input type="radio"/> No
Action required:			

SANITATION

	Garbage containers are emptied when full.	<input type="radio"/> Yes	<input type="radio"/> No
	Floors, walls, and ceilings are clean and kept in good repair.	<input type="radio"/> Yes	<input type="radio"/> No
	Premises are free from rodents and insects.	<input type="radio"/> Yes	<input type="radio"/> No
Action required:			

PERSONAL HYGIENE

Avoid direct food contact whenever possible. Use utensils like, tongs, spoons, and scoops when handling food.

Hands must be washed before and after any source of contamination, including but not limited to:

- After using the toilet.
- After handling raw meats.
- After smoking.
- After handling money.
- After coughing or sneezing, or touching your nose or mouth.
- After taking out garbage.
- After dishwashing.

Refer to the handwashing poster, to ensure handwashing is done correctly. Gloves can be used, however, hands must be washed before gloving, and gloves must always be changed between tasks. Wearing headgear keeps hair out of food and off of food contact surfaces. Food handlers can wear hats and hairnets to confine hair.

	Hands are washed before and after handling, serving, or eating food to avoid contaminating food and food contact surfaces.	<input type="radio"/> Yes	<input type="radio"/> No
Hand sinks are used for handwashing only and are supplied with the following:			
	Hot and cold running water.	<input type="radio"/> Yes	<input type="radio"/> No
	Soap in a dispenser.	<input type="radio"/> Yes	<input type="radio"/> No
	Paper towels.	<input type="radio"/> Yes	<input type="radio"/> No
	Food handlers are wearing headgear that confines the hair.	<input type="radio"/> Yes	<input type="radio"/> No
Action required:			

SEPARATE

Cross-contamination can occur when raw food or juices come in contact with food that is ready-to-eat, with dirty hands, or with contaminated equipment. Cross-contamination is the spread of harmful microorganisms to food that is ready-to-eat.

FOOD STORAGE

Raw meat, poultry and seafood are stored in the refrigerators and freezers on the bottom shelf.	<input type="radio"/> Yes	<input type="radio"/> No
Raw fruits and vegetables and foods that will be re-heated are stored on the middle shelf.	<input type="radio"/> Yes	<input type="radio"/> No
Cooked and ready-to-eat foods are stored on the top shelf.	<input type="radio"/> Yes	<input type="radio"/> No
All food is stored and covered to protect from contamination (sneeze guards, etc.).	<input type="radio"/> Yes	<input type="radio"/> No

FOOD STORAGE GUIDELINES

Food storage areas are clean.	<input type="radio"/> Yes	<input type="radio"/> No
Food products are stored 15 cm (6 inches) off the floor.	<input type="radio"/> Yes	<input type="radio"/> No
Expiry and best before dates are checked prior to using food.	<input type="radio"/> Yes	<input type="radio"/> No
Food is stored in food grade containers that are properly labelled.	<input type="radio"/> Yes	<input type="radio"/> No
Action required:		

COOK

The temperature danger zone for hazardous food is between 4°C (40°F) and 60°C (140°F). Cook food thoroughly and maintain foods at the correct temperature to prevent harmful bacteria from growing.

Hazardous foods (food mixtures containing poultry, eggs, meat and seafood) are cooked to a minimum internal temperature of 74°C (165°F) and whole poultry is cooked to 82°C (180°F) and held for 15 seconds.	<input type="radio"/> Yes	<input type="radio"/> No
Cooked food is held in a hot holding unit and is maintained at 60°C (140°F) or higher.	<input type="radio"/> Yes	<input type="radio"/> No
A clean probe thermometer is used to check internal food temperatures.	<input type="radio"/> Yes	<input type="radio"/> No
Action required:		

COOL

When cooling hazardous food it must be done carefully, because the food will pass through the temperature Danger Zone. Food must be monitored during cooling by using a probe thermometer to ensure it's cooled fast enough.

Food must be placed on ice or refrigerated before it drops below 60°C (140°F).

Within two hours, the temperature of the food has dropped from 60°C (140°F) to 20°C (68°F).	<input type="radio"/> Yes	<input type="radio"/> No
Within the next four hours, the temperature of the food has dropped from 20°C (68°F) to 4°C (40°F) or less.	<input type="radio"/> Yes	<input type="radio"/> No
Action required:		

Store cooled food at 4°C (40°F) or less until service or reheating.

CHILL

Refrigerate or freeze hazardous foods (eg. meat, poultry, fish, eggs, and dairy products) within two hours of delivery or cooking. Bacterial growth slows down in the refrigerator and is controlled in the freezer.

Requirements for cold storage units:			
Refrigerator(s) are maintained at 4°C (40°F) or less.	<input type="radio"/> Yes	<input type="radio"/> No	
Freezer(s) are maintained at -18°C (0°F) or less.	<input type="radio"/> Yes	<input type="radio"/> No	
Thermometers are present in all cold storage units.	<input type="radio"/> Yes	<input type="radio"/> No	
Food is properly thawed:			
In the refrigerator at 4°C (40°F).	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
In a sink of cold running water.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
As part of the continuous cooking process smaller cuts of frozen meat like burgers or chicken breasts are placed on the grill and cooked within 15 to 20 minutes.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
In the microwave.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A

Additional Comments _____
