

LODGE FOODSAFE CHECKLIST

RECEIVING AREA

	YES	NO	N/A
Active temperature/ reject log for receiving goods.	☐	☐	☐
• Refrigerated foods must be delivered at 41F/5C or lower			
• Reject all products that are questionable			
e.g.; Cans with swollen ends, rusts, or dents, broken cases			
Carts/Trolleys clean, painted- food safe	☐	☐	☐

GARBAGE/TRASH REMOVAL

Garbage & Recycling- designated, clean & organized	☐	☐	☐
Garbage's- bins cleaned regularly extra bags in bottom	☐	☐	☐

STORAGE (DRY)

EVERYTHING off the floor; minimum 6"	☐	☐	☐
Bulk foods in containers with lids & labeled	☐	☐	☐
First In, First Out program in evidence	☐	☐	☐
Shelving- clean, organized & in good state of repair	☐	☐	☐

CHEMICALS separated from food



- Must be in designated area away from food, food equipment
Or utensils
- Chemicals and cleaning supplies in properly labeled containers

NO RODENTS/INSECTS or evidence of	☐	☐	☐
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KITCHEN FOOD HANDLING AREAS

Temperature monitoring & documentation	☐	☐	☐
NO RODENTS/INSECTS or evidence of	☐	☐	☐

Hand sinks- designated, stocked with soap, paper towel	☐	☐
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- Must also have posted hand washing signage
- Must have hot water
- Must not be utilized for inappropriate functions

Kitchen rags; clean, separated from dirty.	☐	☐	☐
Can opener - cleaned after each use	☐	☐	☐
Work stations equipped with appropriately identified sanitizer	☐	☐	☐

- Sanitizer should be at correct concentration - Sanitizer test strips should be available in work area	☐	☐	☐
Cutting boards stored to air dry and changed after each use	☐	☐	☐
Any damaged or worn-out cutting boards removed	☐	☐	☐
Chemicals in properly labeled containers	☐	☐	☐
Utensil storage- organized; stored in clean containers or hung in designated area	☐	☐	☐
Knives stored clean & safely organized- racks?	☐	☐	☐
No dirty knives in the sink	☐	☐	☐
Frozen food is thawed using the proper thawing procedures	☐	☐	☐
- In a refrigerator at 41F/ 5C or lower - Under running potable water at 70F/ 21C or lower - Thawed in a microwave oven if cooked immediately after			

CHEMICAL/MOP ROOMS

Chemical areas designated and segregated from food products ☐



- Dispenser units functional & labeled accordingly - WHMIS/MSDS documentation accurate, current & accessible			
Mops are clean & hung to dry	☐	☐	☐
Mop sinks are clean & free of debris	☐	☐	☐
Chemical area/room is organized, free from clutter	☐	☐	☐

COOLERS/FREEZERS

Thermometers present & (2 in all walk ins)	☐	☐	☐
Proper storage practices observed	☐	☐	☐
- Prepared foods on top shelves - Raw items, meat and eggs are stored below ready to eat foods - Raw poultry items on bottom shelves - Raw proteins have trays underneath			
All Products wrapped/ covered, labeled & dated	☐	☐	☐
First In First Out program evident	☐	☐	☐
Proteins dated upon placing in Walk in for defrosting	☐	☐	☐
Door gaskets; clean & good state of repair, seal well, handles clean	☐	☐	☐
Floors/Walls clean & in good state of repair	☐	☐	☐
Shelving clean, organized & in good state of repair	☐	☐	☐
Air circulation not impeded.	☐	☐	☐
No prepared foods older than 7 days present	☐	☐	☐
No out of date/expired products in cooler.	☐	☐	☐

Areas clean & organized	☐	☐	☐	☐	☐	Procedural
posters and signage present	☐	☐	☐	☐	☐	
Cleaning chemical products trained & WHMIS/MSDS knowledge	☐	☐	☐	☐	☐	
Clean, sanitized items are separated from soiled items	☐	☐	☐	☐	☐	
Clean dishes, glassware, utensils and pots do <u>not</u> have any residue	☐	☐	☐	☐	☐	
Machine is well maintained & clean	☐	☐	☐	☐	☐	
Machine is maintaining proper rinse temps- 180° rinse	☐	☐	☐	☐	☐	Water is
changed every 90 minutes minimum	☐	☐	☐	☐	☐	

All staff wearing clean uniforms with apron and hair restraint	☐	☐	☐
Sick employees restricted from working with food/ food equipment	☐	☐	☐
- Any cuts, burns or sores are covered with a bandage - Any bandages on hands must be covered by disposable gloves			

- Gloves, tongs or dispensing devices must be utilized

- When gloves are changed
- When switching from raw to ready-to-eat foods
- When starting work after entering the kitchen
- After performing and other action that might contaminate hands

- Covered beverages are permitted in designated areas
- Covered beverages are not stored above/ on food prep areas

- Thermometers must be accurate to within +/- 2F (1C)
- Employees must be able to demonstrate proper calibration technique

Foods held either below 40F/4C or above 140F/ 60C	☐	☐	☐
• This includes buffets, service lines and Plated items • Facility should document random food temperature checks every 2 hours • Corrective actions must be noted and adequate, where required • Food must not be held on buffet lines for more than 3 hours			
Food prep sinks/surfaces cleaned and sanitized after each use	☐	☐	

All appropriate produce is washed prior to preparation ☐ ☐

☐

Hot foods must be cooled rapidly within 4 hour timeframe ☐ ☐ ☐

- Cooled from 140F/58C to 70F/21C within 2 hours
- Cooled from 70F/21C to 40F/4C in remaining 2 hours
- Foods are thrown out if not cooled in 4 hour timeframe

Re-heating of foods to 165F/74C must be done within 2 hours ☐ ☐ ☐

- Foods should reach an internal temperature of 165F/74C
- Foods may be reheated no more than one time

Food is cooked to proper internal temperature- define vs. simplify ☐ ☐ ☐

- Poultry, Stuffing and stuffed meats 165F/74C
- Potentially hazardous foods cooked in a microwave 165F/74C
- Ground meat; beef, pork, and other meat 155F/68C
- Pork, Beef, Veal, Lamb, Fish 145F/63C
- Shell eggs for immediate service 145F/63C
- Fruits, Vegetables 135F/57C
- Commercially processed, ready-to-eat food 135F/57C

DOCUMENTATION- HACCP FILE

Alleged Food Incident Report is available ☐ ☐ ☐

- Hard copy report form is readily available to staff
- Past Incident Reports and Investigations on file and secure

Pest Control invoices for past 12 months on file ☐ ☐ ☐

- WHMIS/ MSDS readily available to staff
- Copy of PCO license on file

Most recent Health Department report on file ☐ ☐ ☐

Most recent Walkthrough posted for leadership & staff ☐ ☐ ☐

Receiving/tracing tags for live Shellfish kept for 90 days & filed ☐ ☐ ☐