

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

**FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST**

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

**Methods and Facilities for Washing and Sanitizing
Machine Washing and Sanitizing**

Please Circle

- | | | |
|----|---|------------|
| 1. | When spray type dishwashing machines are used that do not perform prewashing, are equipment and utensils preflushed or scraped? [N.J.A.C. 8:24-5.5(d)1i] | Y N N/A DK |
| 2. | When spray type dishwashing machines are used, are equipment and utensils placed in racks or in trays to permit unobstructed application and free draining of detergent wash and clean <u>rinse</u> water? [N.J.A.C. 8:24-5.5(d)1i] | Y N N/A DK |
| 3. | Is the flow pressure not less than 15 or more than 25 pounds per square inch on the water line at the machine? [N.J.A.C. 8:24-5.5(d)2] | Y N N/A DK |

Comments/Corrective Action

FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST

4. Is the flow pressure not less than 10 pounds per square inch at the rinse nozzles? [N.J.A.C. 8:24-5.5(d)2] Y N N/A DK
5. Is there a gauge cock provided immediately up stream from the final rinse valves to permit checking the flow pressure of the final rinse water on all machines? [N.J.A.C. 8:24-5.5(d)2] Y N N/A DK
6. When hot water is used as the sanitizing agent, does the final rinse reach 160 degrees Fahrenheit at the plate? [N.J.A.C. 8:24-5.5(d)3] Y N N/A DK

Note: Acceptable wash and final rinse temperatures vary with the type of machine. Consult the regulations for more details. To ensure proper sanitization, the temperature at the final rinse is the most important. Other approved sanitizing agents are acceptable. Consult the regulations for requirements.

7. Are there thermometers located at each cycle, in good repair and accurate to ± 3 degrees Fahrenheit? [N.J.A.C. 8:24-5.5(d)5] Y N N/A DK
8. Is the washing machine working properly including jets, nozzles and soap dispenser? [N.J.A.C. 8:24-5.5(d)6]

Note: Check flow pressure gauges, final cleanliness and periodically have serviced.

9. Is the dishwashing machine cleaned **thoroughly** at least once a day? [N.J.A.C. 8:24-5.5(d)9] Y N N/A DK

Comments/Corrective Action

FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST

**Storage and Handling
of Cleaned Equipment and Utensils**

10. Are food contact surfaces of equipment and utensils handled in such a manner as to protect from contamination? [N.J.A.C. 8:24-5.6(a)] Y N N/A DK

Note: For example, are food contact surfaces subjected to contamination because they are stored on lower racks/shelves and are subjected to floor moisture and dust.

11. When handling clean spoons, knives and forks are they touched only by the handles to prevent cross contamination? [N.J.A.C. 8:24-5.6(a)] Y N N/A DK
12. With handling clean bowls, cups and glasses are they handled so that fingers and thumbs do not contact interior surfaces or rims? [N.J.A.C. 8:24-5.6(a)] Y N N/A DK
13. Are sanitized equipment and utensils stored at least six inches from the floor and in a clean, dry, protected place? [N.J.A.C. 8:24-5.6(b)] Y N N/A DK
14. Are sanitized equipment and utensils or single service articles prohibited from storage in toilet rooms, toilet vestibules or garbage or mechanical rooms? [N.J.A.C. 8:24-5.6(b)] Y N N/A DK

Single Service Articles

15. Are single-service articles made from clean, sanitary, nontoxic, safe materials? [N.J.A.C. 8:24-5.7(a)] Y N N/A DK
16. Do single-service articles impart no odor, color, or taste or other contamination to the food? [N.J.A.C. 8:24-5.7(a)] Y N N/A DK

Comments/Corrective Action

FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST

- | | | | | | |
|-----|--|---|---|-----|----|
| 17. | Are <u>single-service articles</u> stored at least six inches above the floor on pallets, dollies or racks and in closed cartons or containers? [N.J.A.C. 8:24-5.7(b)] | Y | N | N/A | DK |
| 18. | Are <u>single-service articles</u> stored away from overhead sewer lines or water lines? [N.J.A.C. 8:24-5.7(b)] | Y | N | N/A | DK |
| 19. | Unless prewrapped, are bulk <u>single service-articles</u> offered with food contact surfaces inserted into holders? [N.J.A.C. 8:24-5.7(c)] | Y | N | N/A | DK |
| 20. | Are single service articles used only once? [N.J.A.C. 8:24-5.7(c)] | Y | N | N/A | DK |

Sanitary Facilities and Controls

- | | | | | | |
|-----|--|---|---|-----|----|
| 21. | Is the water supply from a potable public or private water supply system? [N.J.A.C. 8:24-6.1(a)] | Y | N | N/A | DK |
| 22. | Are hot and cold water under pressure being offered in all areas where food is prepared and where equipment, utensils or containers are washed? [N.J.A.C. 8:24-6.1(b)] | Y | N | N/A | DK |

Ice

- | | | | | | |
|-----|---|---|---|-----|----|
| 23. | Is ice made from potable water? [N.J.A.C. 8:24-6.3(a)] | Y | N | N/A | DK |
| 24. | Once ice is made, is it handled, transported and stored in a sanitary manner so to be protected against contamination? [N.J.A.C. 8:24-6.3(b)] | Y | N | N/A | DK |
| 25. | If block ice is used, is the outer surface thoroughly rinsed before it is used? [N.J.A.C. 8:24-6.3(c)] | | | | |

Comments/Corrective Action

FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST

- | | | | | | |
|-----|--|---|---|-----|----|
| 26. | Are ice crushers maintained in a clean condition and covered when not in use? [N.J.A.C. 8:24-6.3(d)] | Y | N | N/A | DK |
| 27. | Are sanitary containers and utensils provided for ice storage and dispensing? [N.J.A.C. 8:24-6.3(e) and (f)] | Y | N | N/A | DK |
| 28. | Is ice that is used for cooling food and food containers, only used for that purpose and not human consumption? [N.J.A.C. 8:24-6.3(g)] | Y | N | N/A | DK |

Size, Installation and Maintenance of Plumbing

- | | | | | | |
|-----|---|---|---|-----|----|
| 29. | Does plumbing properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system? [N.J.A.C. 8:24-6.6(a)] | Y | N | N/A | DK |
| 30. | Is plumbing installed to preclude the possibility of backflow and backsiphonage? [N.J.A.C. 8:24-6.6(a)] | Y | N | N/A | DK |

Drains

- | | | | | | |
|-----|---|---|---|-----|----|
| 31. | Do drains of refrigerators (including floor drains of walk-in refrigerators), ice storage bins and ice machines have air gaps or air breaks between them and the drainage system to prevent backflow? [N.J.A.C. 8:24-6.7(a), (b) & (c)] | Y | N | N/A | DK |
|-----|---|---|---|-----|----|

Note: Direct connection is prohibited.

- | | | | | | |
|-----|---|---|---|-----|----|
| 32. | Do drain lines of equipment discharge properly and without flooding? [N.J.A.C. 8:24-6.7(d)] | Y | N | N/A | DK |
|-----|---|---|---|-----|----|

Comments/Corrective Action

**FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST**

Toilet Facilities

33. Are toilet facilities adequate (enough water closets) conveniently located and accessible to the students/employees all the time? [N.J.A.C. 8:24-6.8(a)] Y N N/A DK

34. Are doors to toilet rooms tight fitting and self closing? [N.J.A.C. 8:24-6.8(d)] Y N N/A DK

Note: One concern is should vermin such as flies enter an establishment they can be mechanical vectors. Thus cross contamination can occur if flies come in contact with body fluids and then come in contact with clean equipment, food contact surfaces or food.

35. Are toilet rooms easily cleanable? [N.J.A.C. 8:24-6.8(d)] Y N N/A DK

36. Are toilet facilities, including toilet rooms and fixtures clean and in good repair, and free of objectionable odors? [N.J.A.C. 8:24-6.8(e)] Y N N/A DK

37. Is there a supply of toilet tissue supplied at each toilet ALL THE TIME? [N.J.A.C. 8:24-6.8(f)] Y N N/A DK

38. Are signs posted to remind staff to wash their hands before returning to work? [N.J.A.C. 8:24-6.8(g)] Y N N/A DK

Handwashing Facilities

39. Are handwashing facilities of adequate size, in good repair and conveniently located? [N.J.A.C. 8:24-6.9(a)] Y N N/A DK

40. Is there a handwashing sink in the food preparation area? [N.J.A.C. 8:24-6.9(b)] Y N N/A DK

Comments/Corrective Action

FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST

- | | | |
|-----|---|------------|
| 41. | Is hot and cold or tempered water (between 90 and 105 degrees Fahrenheit) available? [N.J.A.C. 8:24-6.9(d)] | Y N N/A DK |
| 42. | Is there an adequate supply of hand cleansing soap or detergent as well as sanitary towels or another approved hand drying device? [N.J.A.C. 8:24-6.9(e)] | Y N N/A DK |
| 43. | If disposable towels are used, is there a waste receptacle provided? [N.J.A.C. 8:24-6.9(e)] | Y N N/A DK |
| 44. | Are all components of the handwashing facilities kept clean and good repair? [N.J.A.C. 8:24-6.9(f)] | Y N N/A DK |
-

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24.

Single service articles means cups, containers, lids or closures, plates, knives, forks, spoons, stirrers, paddles, straws, place mats, napkins, doilies, wrapping materials, and all similar articles which are intended by the manufacturers and generally recognized by the public as for one usage only, then to be discarded.

Comments/Corrective Action

FOOD PREPARATION AND SERVICE - PART 4
SELF INSPECTION CHECKLIST

Blank Page