

FOOD SERVICE OPERATIONS SAFETY INSPECTION CHECKLIST

Location: _____ Completed by: _____ Date: _____

	YES	NO	N/A	COMMENTS
STORAGE AREAS & ATTIC				
1. Floors clean, dry and in good condition				
2. Aisles free of boxes and clutter				
3. Electrical panels accessible and properly labeled				
4. Doors and latches working properly				
5. Products and supplies properly stored (e.g., light items on top, arranged to avoid toppling)				
6. Shelving in good condition				
7. Combustibles (e.g., heating unit, hot water tank, electrical boxes) are kept away from heat sources				
8. Outlets, switches and electrical components working properly				
9. Ladders and step stools in good condition and properly stored				
10. Chemicals separated from food products				
11. Lights working properly				
FOOD PREPARATION & COOKING AREAS				
1. Floors clean, dry and in good condition				
2. Floor mats in good condition (i.e., lie flat, smooth edges)				
3. Aisles free of clutter				
4. Drain screens being cleaned regularly				
5. Doors and latches working properly				
6. Slicing machines, grinders and food processors in good repair, with the proper guards in place				
7. Deep-fat fryers properly separated from grills				
8. Grill and fryer exhaust system clean and in good repair				
9. Cooking oil at room temperature before changing or straining				
10. Operable automatic dry-chemical extinguishing systems in hoods and ducts above ranges, grills and fat fryers				
11. A class K portable fire extinguisher inspected and serviced within the last year (check tag and gauge)				
12. Proper number of fire extinguishers charged and tagged to show the last service dates and monthly inspection dates				
13. Combustibles (e.g., ovens, grills, fryers, toasters) kept away from heat sources				
14. Outlets, switches and electrical components working properly and GFCI-protected when necessary				
15. Lights working properly				
DINING & RESTROOM AREAS				
1. Floors clean, dry and in good condition				
2. High chairs, tables and seating in good condition				
3. Floor mats in good condition? (e.g., lie flat, smooth edges)				
4. Product display equipment (e.g., half-gallon cases, shelving, cooler, doors) in good repair				
5. Exit signs illuminated				
6. Outlets, switches and electrical components working properly				
7. Fixtures in restrooms in good condition				
8. Lights working properly				
9. Proper number of fire extinguishers charged and tagged to show the last service dates and monthly inspection dates				
OUTSIDE SEATING AREAS & PLAYGROUND				
1. Walking surfaces clean, dry and in good condition				
2. Tables and seating in good condition				
3. Gates and access passages locked				
4. Playground equipment in good condition (e.g., clean; no missing parts, holes or tears, sharp objects)				
5. Playground equipment inspected on a daily basis				
6. Areas clean and free of debris or clutter				
7. Area lit and lights working properly				

	YES	NO	N/A	COMMENTS
EXTERIOR (WALKWAYS & PARKING LOT)				
1. Sidewalks and curbs in good repair				
2. Landscaping trimmed away from walks in order to eliminate possible hiding places				
3. Parking lot free of potholes and tripping hazards				
4. Dumpster area in good condition				
5. Outside lights working properly				
SAFE WORKING PRACTICES				
1. Safety meetings conducted at least once a quarter				
2. Spills or dropped items cleaned up promptly				
3. "Wet Floor" warning signs displayed when needed				
4. Employees wearing proper footwear				
5. Cleaning supplies properly labeled				
6. Employees know where the Safety Data Sheets are kept				
7. Proper postings (e.g., OSHA, Workers' Compensation) displayed				
8. First aid kit adequately stocked and accessible				
ADDITIONAL AREAS OF IMPROVEMENT				

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 This guide is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol's loss prevention service is advisory only.
 We assume no responsibility for management or control of customer safety activities. We have not tried to identify all hazards or OSHA regulations applicable to your company. We do not warrant that requirements of any federal, state or local law, regulation or ordinance have or have not been met.