HEALTH INSPECTION PREPARATION CHECKLIST

Date: .....

1. Food Storage and Safety

TASK	STATUS
Check fridge and freezer temperatures (fridge: 32-40°F, freezer: ≤0°F).	
Ensure all food is labeled with dates and stored properly.	
Separate raw and ready-to-eat foods to avoid cross-contamination.	
Discard any expired or spoiled items.	
Store food at least 6 inches off the ground.	
Additional Task:	

2. Hygiene and Handwashing

TASK	STATUS
Ensure all staff wear clean uniforms and practice personal hygiene.	
Stock handwashing stations with soap, paper towels, and hand sanitizer.	
Confirm staff are washing hands frequently and properly.	
Additional Task:	

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3. Cleaning and Sanitizing

TASK	STATUS
Sanitize all food prep surfaces, cutting boards, and utensils.	
Clean and sanitize sinks, faucets, and surrounding areas.	
Wipe down walls, floors, and high-touch areas (handles, switches).	
Ensure trash bins are covered, cleaned, and emptied.	
Additional Task:	

4. Kitchen Equipment

TASK	STATUS
Clean stovetops, ovens, grills, and fryers.	
Check dishwashing equipment for proper functionality and cleanliness.	
Inspect and clean refrigeration units and seals.	
Remove and clean ventilation hood filters.	
Verify thermometers and timers are accurate and calibrated.	
Additional Task:	

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5. Pest Control

TASK	STATUS
Check for signs of pests (droppings, nests, etc.).	
Ensure pest control measures (traps, barriers) are in place and functional.	
Seal any visible cracks or openings in walls and doors.	
Additional Task:	

6. Documentation

TASK	STATUS
Keep food safety logs (temperature checks, cleaning schedules) up-to-date.	
Have staff training records and certifications accessible.	
Ensure chemical safety sheets (SDS) are available for cleaning supplies.	
Additional Task:	

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7. Emergency and Safety Equipment

TASK	STATUS
Test fire extinguishers and ensure they are accessible.	
Verify first aid kits are fully stocked.	
Confirm emergency exits are clear and properly labeled.	
Additional Task:	

Quick Walkthrough Before the Inspector Arrives

TASK	STATUS
Perform a final sweep to ensure the kitchen is spotless and organized.	
Assign a team member to assist the inspector and answer questions.	
Ensure all staff are prepared and aware of basic food safety practices.	
Additional Task:	

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