



# Public Health

## Delta & Menominee Counties

### Environmental Health Division



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## Food Establishment Pre-opening Checklist

This checklist is provided as a tool to assist the owner/operator of a new or remodeled food service establishment to prepare the facility for the pre-opening inspection by Public Health, Delta and Menominee Counties (PHDM). While this checklist does not include all items to be checked at the pre-opening inspection, it will assist you in determining if you are ready for the inspection. Please contact PHDM at least one week prior to your pre-opening inspection to schedule an appointment.

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Food service license application completed and required fee submitted to PHDM?

\_\_\_ \_\_\_ \_\_\_ Standard Operating Procedures (SOP's) submitted to PHDM and approved copy available on site?

\_\_\_ \_\_\_ \_\_\_ All cooking equipment installed according to plans and fully operational?

\_\_\_ \_\_\_ \_\_\_ Cooking equipment exhaust hoods, make-up air units and HVAC systems installed according to plans and operational?

\_\_\_ \_\_\_ \_\_\_ Copies of mechanical final approval submitted to PHDM or located on-site?

\_\_\_ \_\_\_ \_\_\_ All other non-cooking equipment proposed during plan review installed and operational?

\_\_\_ \_\_\_ \_\_\_ All permanent floor-mounted equipment anchored/sealed to adjacent surfaces and/or spaced to allow proper cleaning?

\_\_\_ \_\_\_ \_\_\_ All "moveable" floor-mounted equipment provided with casters and/or quick-disconnect utility lines for proper cleaning?

\_\_\_ \_\_\_ \_\_\_ All permanent countertop equipment anchored/sealed to adjacent surfaces and/or spaced for proper cleaning?

\_\_\_ \_\_\_ \_\_\_ All "moveable" countertop equipment ( $\leq 40$ lbs.) Installed to allow for easy moving for proper cleaning?

\_\_\_ \_\_\_ \_\_\_ Hot water heater with proper energy input and storage capacity installed and operational?

Yes No N/A

- \_\_\_ \_\_\_ \_\_\_ Numerically-scaled metal-stemmed food thermometers accurate to  $\pm 2^{\circ}\text{F}$  available on site?
- \_\_\_ \_\_\_ \_\_\_ Refrigeration and freezer units installed according to plans and operational?
- \_\_\_ \_\_\_ \_\_\_ Refrigerators equipped with numerically-scaled thermometer accurate to  $\pm 3^{\circ}\text{F}$ ?
- \_\_\_ \_\_\_ \_\_\_ Hot food holding cabinets and steam tables installed according to plans and operational?
- \_\_\_ \_\_\_ \_\_\_ Storage shelving units proposed during plan review installed?
- \_\_\_ \_\_\_ \_\_\_ Soap and paper towel dispensers installed; waste receptacles provided at all kitchen and restroom handwashing sinks (covered receptacles required in women's restroom)?
- \_\_\_ \_\_\_ \_\_\_ Outer openings equipped with either screening, self-closer, or other means of insect/vermin prevention?
- \_\_\_ \_\_\_ \_\_\_ Wood surfaces sealed or painted to facilitate effective cleaning?
- \_\_\_ \_\_\_ \_\_\_ Dishwashing equipment proposed during plan review installed and operational?
- \_\_\_ \_\_\_ \_\_\_ Chemical test kit provided to monitor sanitizer concentration?
- \_\_\_ \_\_\_ \_\_\_ Are all automatic ware washing fixtures (glass washers, chemical sanitizing and hot water sanitizing dish machines) fully operational and have they been equipped with properly calibrated chemical dispensing equipment?
- \_\_\_ \_\_\_ \_\_\_ Have all sanitizing reagents for manual ware washing (bar sinks and triple compartment sinks) and wiping cloth storage containers been obtained?
- \_\_\_ \_\_\_ \_\_\_ Are drain lines from ice bins, ice machines, bain maries, steam tables, dipper wells, culinary sinks, refrigerators without evaporators, or other equipment with clear water waste drainage air gapped to properly sized floor sinks or floor drains?
- \_\_\_ \_\_\_ \_\_\_ Are all appropriate and approved backflow prevention devices installed on water supply lines to fixtures (such as, garbage grinders, steamers, carbonated beverage equipment, Chinese ranges, etc.) where needed?
- \_\_\_ \_\_\_ \_\_\_ Are the anti-choking poster, handwashing signs and nonsmoking signs posted?