



Springfield Department of Health & Human Services: Environmental Health Division

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Pre-Operational Inspection Checklist: Food Service Establishments

Sinks/Warewashing

- Handwash sinks provided & conveniently located
- “Employees must wash hands” sign provided at all handwash sinks
- Liquid soap, paper towels, and a trash barrel provided at all handwash sinks
- Water temperature at handwash sink at least 100 degrees Fahrenheit
- 3-bay sink provided with bays large enough to submerge the largest equipment and utensils
- Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation
- Dishwasher reaching proper final rinse temperature _____ N/A
 - Sanitizer solution used: 120 degrees Fahrenheit
 - Stationary rack, single temp. machine: 165 degrees Fahrenheit
 - All other machines: 180 degrees Fahrenheit
- Mop sink provided
- Sanitizer provided (chlorine-bleach or quaternary ammonium compounds)
- Sanitizer testing strips available
- An irreversible registering temperature indicator available on site for warewashing machines

Physical Facility

- Indoor floor, wall, and ceiling surfaces are:
 - Smooth, durable, and easily cleanable
 - Non-absorbent for areas subject to moisture (food prep areas, walk-in refrigerators, warewashing areas, toilet rooms, and areas subject to flushing or spray-cleaning methods)

- In good repair (i.e. no cracks, peeling up floor tiles, stained ceiling tiles, missing floor tiles, etc.)
- Light bulbs shielded, coated, or otherwise shatter resistant
- Thermometers in all refrigerators and freezers
- Dry storage areas are clean, dry, protected from splash, dust, or other contamination
- Food is stored at least 6” above the floor
- Poisonous/toxic materials are labeled and stored so they cannot contaminate food, equipment, utensils, and linens
- Waste disposal area is clean and well-maintained, receptacle/dumpster available for waste
- If applicable, grease disposal area is clean and well-maintained, receptacle available

Bathrooms

- Toilet paper provided
- Handwash signage provided
- Liquid soap, paper towels, and a trash bin located at all handwash sinks
- Feminine products container located within each stall
- Properly vented; vents are clean and clear of debris

Required Certificates/Documents

- Food Protection Manager and Allergen Awareness certificates posted in a conspicuous place for the public
- Choke training certificate posted in a conspicuous place for the public (25+ seats) _____ N/A
- A clear and conspicuous notice on the printed menu or menu board stating: “Before placing your order, please inform your server if a person in your party has a food allergy”
- If applicable, a clear and conspicuous notice on the printed menu and/or menu board stating: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness”
- A copy of the vomiting/diarrheal event plan is available for employees on site
- Signed copies of Employee Health Care Policy for every active food employee