

# HENNEPIN COUNTY

## PUBLIC HEALTH

### Management Checklist

Date: \_\_\_\_\_ PIC: \_\_\_\_\_

A. Certified Food Protection Manager (CFPM)		In	N/A	Notes or Corrective Actions
1	Have a Minnesota CFPM. Current state certificate posted			
2	Person in Charge onsite at all times.			
B. Handwashing and Personal Hygiene		In	N/A	Notes or Corrective Actions
3	Employee illness log accurate and up to date			
4	Employees reporting vomiting or diarrhea not allowed to work			
5	Employees follow proper handwashing procedures (20 seconds). Hands washed before putting on gloves.			
6	Handwashing sinks are not blocked; have soap, towels, both hot and cold running water. Handwashing sign(s) is posted.			
7	Procedure in place and materials available for vomit and diarrhea cleanup.			
C. Protect from Contamination		In	N/A	Notes or Corrective Actions
8	All items stored at least six inches off the floor			
9	All food items stored covered or wrapped			
10	Equipment is clean, maintained, and in good repair			
D. Time and Temperature		In	N/A	Notes or Corrective Actions
11	Date mark food with the date prepared			
12	Discard food dated over seven days old			
13	Thermometers are calibrated and used			
14	Cooling logs used			



<b>E. Approved Source</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
15	Purchase food from approved sources			
16	Supplier records maintained onsite and readily available; including shellstock tags and parasite destruction letters.			
17	Products inspected for signs of tampering, broken seals, and powder or liquid residue.			
18	Toxics properly used, labeled, and stored away from food, equipment, utensils, linens, single service, and single use items. Only chemicals necessary for facility allowed onsite.			
<b>G. Proper Use of Utensils and Equipment</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
19	Utensils stored with handles to the user. Equipment properly stored.			
20	3-compartment sink set up correctly. Wash, rinse, sanitize. Dish machine wash temperature, rinse temperature, psi in proper ranges.			
21	EPA approved sanitizer and test kits onsite and used. 50-100 ppm Cl; 200-400 ppm Quat.			
<b>H. Physical Facility</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
22	Floors, walls, and ceilings properly cleaned and maintained. Aisles clear of obstruction.			
23	Integrated Pest Management program in place.			
24	Proper lighting for all areas of facility.			
<b>I. Refrigerator and Freezers</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
25	A thermometer is in every cooler, walk-in, and freezer.			
26	Coolers and walk-ins are 41°F or below			
<b>J. Management</b>		<b>In</b>	<b>N/A</b>	<b>Notes or Corrective Actions</b>
27	In case of emergency, employees know whom to contact: <i>Person in charge; Maintenance, Service Company; Police/Fire; Hennepin County Public Health/Environmental Health (612) 543-5200.</i>			
28	All employees have received proper training.			
29	Unauthorized individuals kept out of food areas.			

Guide template courtesy of the City of Minneapolis Health Department.

