



Kitchen Safety Inspection Checklist

Please send completed form to: _____

Completed by: _____

Date ____/____/____ Phone _____

Restaurant and Food Operations:	Yes	No	Comments:
1) Kitchen waste materials stored in metal containers with tight-fitting lids kept in designated areas and removed by carts to compactor or dumpster?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Operable automatic dry-chemical extinguishing system in hood and duct above ranges, grills and fat fryers?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Extinguishing heads capped to prevent a cooking buildup?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Extinguishing system's manual pull switches located away from cooking equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Extinguishing system(s) has a semi-annual service contract with qualified firm	<input type="checkbox"/>	<input type="checkbox"/>	
6) Fuel supply for cooking equipment has an automatic shut-off valve when extinguishing system activates?	<input type="checkbox"/>	<input type="checkbox"/>	
7) Deep-fat fryer units controlled and provided with high-temperature shut-offs; overflow gutters provided?	<input type="checkbox"/>	<input type="checkbox"/>	
8) Filters in exhaust system(s) cleaned at least daily?	<input type="checkbox"/>	<input type="checkbox"/>	
9) Exhaust system(s) cleaned at least quarterly by qualified service contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
10) Floors adjacent to deep-fat fryers dry and free of grease?	<input type="checkbox"/>	<input type="checkbox"/>	
12) Floors around sink mopped dry?	<input type="checkbox"/>	<input type="checkbox"/>	
13) Knives placed in sheaths when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
14) Proper guards in place and used with meat-slicing machines?	<input type="checkbox"/>	<input type="checkbox"/>	
Slicing, Cutting and Chopping Machines			
1.) Are the guards in place and the machine properly set to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
2.) Is the immediate area clear around all equipment used for cutting, slicing or chopping before operating equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
3.) When operating equipment do you keep your attention on the job and refrain from talking?	<input type="checkbox"/>	<input type="checkbox"/>	
4.) Never place your fingers in the cutting chute; do you always use the plunger provided?	<input type="checkbox"/>	<input type="checkbox"/>	
5.) If the machine jams, shut off the power immediately and use a wooden push stick to free the blades of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	
6.) Before cleaning the cutting or rotation surface of the foregoing machines are you positive the power source has been disconnected?	<input type="checkbox"/>	<input type="checkbox"/>	
7.) If the machines are not functioning properly, do you stop operation and notify the instructor immediately?	<input type="checkbox"/>	<input type="checkbox"/>	
9.) Do you always return the slicing machine table to the zero position when you have finished using the machine to prevent injury during clean-up?	<input type="checkbox"/>	<input type="checkbox"/>	



Kitchen Safety Inspection Checklist

10.) When using chopping or slicing attachments on the mixing machine do you make sure the attachment is firmly fixed in the correct operating position and the guard is in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Meat Saws			
1.) Before starting a machine do you make sure the guards are in place and the machine is properly set to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
2.) Is the floor area immediately around a machine kept clean and uncluttered?	<input type="checkbox"/>	<input type="checkbox"/>	
3.) Before using do you adjust all guards to proper height and distance for the specified cutting operation to be performed before using?	<input type="checkbox"/>	<input type="checkbox"/>	
4.) Do not put your fingers in the immediate vicinity of the blade. Do you feed the meat into the blade with the pusher provided?	<input type="checkbox"/>	<input type="checkbox"/>	
5.) Is a Kevlar glove provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Protection and Prevention:			
Fire Extinguishers	Yes	No	
1) Proper number and type(s) of fire extinguishers charged and tagged to show last service date?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Fire extinguishers properly wall-mounted, identified and adequately accessible for hazard involved?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Employees trained in proper use of extinguishers and manual operation of dry-chemical system protecting cooking equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinklers			
4) Sprinkler system control valves secured in open position?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Minimum of 18 inches clearance between stock storage and sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Clear space of three feet around sprinkler system's main control valve?	<input type="checkbox"/>	<input type="checkbox"/>	
7) Water pressure indicated on sprinkler system's lower gauge?	<input type="checkbox"/>	<input type="checkbox"/>	
8) Sprinkler system(s) periodically tested and maintained; written records kept on premises?	<input type="checkbox"/>	<input type="checkbox"/>	
General Fire Safety			
9) Employees instructed in evacuation procedures for both customers and employees?	<input type="checkbox"/>	<input type="checkbox"/>	
10) Instructions prominently posted for reporting fire and calling Fire Department?	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Equipment:			
1) All electrical equipment properly grounded, portable electrical equipment and extension cords have a ground prong?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Breaker switches properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Electrical panel boxes have doors closed, clear area of 30 inches in front of boxes?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Switches, switch boxes, outlets and wiring inspected periodically and deficiencies corrected?	<input type="checkbox"/>	<input type="checkbox"/>	



Kitchen Safety Inspection Checklist

Storage Areas:			
1) Stock properly and securely stacked; stored on racks, shelves or pallets?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Good housekeeping maintained, aisles clear, storage room orderly, floors free of debris, storage has proper clearances from hot-water heater and sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Shelving and racks in good repair and secured to avoid tipping?	<input type="checkbox"/>	<input type="checkbox"/>	
Cold-storage and Refrigeration Equipment		Yes	No
1) Refrigeration and air-conditioning compressors clean, well ventilated, kept clear of combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Walk-in cooler and freezer doors provided with operable interior-release mechanism?	<input type="checkbox"/>	<input type="checkbox"/>	
3) When restocking, new stock placed at rear and old stock moved up front for use first?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Recommended holding times for food followed?	<input type="checkbox"/>	<input type="checkbox"/>	
Floors and Walking Surfaces			
1) Floor free from food spillage, silverware, broken glassware, loose mats, torn carpets or other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Portable signs indicate wet-mopped floors or temporary hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Stair treads equipped with abrasive strips or other nonskid surface?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Outdoor walkways checked frequently for, tripping hazards; repairs made promptly?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Indoor-outdoor carpeting or other type of mat provided at entrance doors in inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Changes in interior elevations properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	
Exits			
1) Exits properly marked, illuminated and unobstructed; doors kept unlocked during hours of operation or equipped with panic bars?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Non-exit doors (to rest room area, kitchen, closets, etc.) identified properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Secure handrails on all stairs and steps?	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Areas			
1) Paths and parking lot well illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Steps, ramps, grounds, parking lot in good repair, free of holes or obstruction, well illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Snow and ice promptly removed from parking lot and all walkway surfaces, when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	



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General Safe Practices			
1) Pest control services performed by a licensed, independent extermination contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
Are substances used approved for use in food establishments?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Heimlich Maneuver posters in plain view; employees trained, where required by law?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Fully equipped first-aid kit available at all times; at least one employee on each shift trained in its use?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Certificates of insurance required from all servicing contractors and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Emergency telephone numbers for police and emergency medical services prominently posted?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Dishes and utensils taken out of service and discarded when chipped, cracked or broken?	<input type="checkbox"/>	<input type="checkbox"/>	
Crime			
1) Cash registers emptied and left open during non-operating hours?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Cash drawers skimmed frequently to reduce the cash in each drawer?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Bank deposits made at least twice daily with varying times and routes?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Combination to safe changed after turnover of money-handling personnel?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Back door equipped with a panic lock so it can be kept locked at all times, equipped with hinge pins?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Cash register tallies checked against deposits daily; other checks used to detect employee dishonesty?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:			
Describe specific conditions to be corrected			