



## Pre-Opening Inspection Checklist

After you have applied for a license and before opening your business, you will need to schedule a pre-opening inspection with the health department. All dust and debris from construction activities must be cleaned up by this time. The facility shall be sanitary and look like you are ready to open. Your health inspector will ensure necessary equipment is in working order and is in place as described on your plan. Have your supplies set up and tools on hand for your daily operation. Be ready to discuss food safety policies and procedures.

**Are you prepared to pass your inspection? Use this checklist to find out. You should be able to check “yes” to each item that applies to you.**

### Plan Review

- Equipment layout plans submitted to health department and approved

### Menu

- Food distributors/suppliers known
- Printed menu or a written list of anticipated menu items available
- Consumer Advisory noted on menu if applicable ([factsheet](#))
- HACCP plan submitted and approved if conducting special processes

### Employee Training

- Certified Food Manager certificate available (this must be completed within 90 days of opening for businesses selling food classified as “meals”)
- Employee illness reporting agreement policy in place ([sample policy](#))

### Handwashing Facilities

- Faucets provide tempered water between 85 - 110°F
- Non-hand operated faucets (e.g. longer handles for wrist use, foot pedal, sensors)
- Handwashing signage posted at handsinks ([sign](#))
- Sinks stocked with soap and paper towels

### Dishwashing Facilities

#### General

- Hot/cold/tempered water available
- Drainboards, racks, etc. present to accommodate all dirty, drying and clean items

#### Manual Dishwashing Set-ups

- Three/four compartment dishwashing sinks cleaned, sanitized, and operational
- Dish soap/detergent available
- Sanitizer available (quaternary ammonia or unscented, chlorine bleach)
- Corresponding test strips for sanitizer(s) available

### Mechanical Dishwashing

- Machines set up with soap
- Chemical machines dispensing chlorine residual of 50 to 100 ppm in final rinse  
If applicable, chlorine test strips available
- High temperature dish machines have accurate temperature gauges with machine measuring minimum 180°F for final rinse

### **Other Equipment/Plumbing**

- Food preparation sink available for produce washing, thawing etc.  
(Sanitize sink compartment may be approved for extremely limited prep)
- Indirect drain connections (i.e. air gap between waste water drain line and floor drain) on food prep sinks, ice bins/machines, dishwashing machines and dipper wells
- Mop sink with backflow prevention device
- Grease trap installed if required
- Ventilation hood installed if required

### **Refrigeration and Freezers**

- Commercial units operating at 41°F or colder
- Freezers keeping food frozen
- Thermometer located in each unit for monitoring air temperatures
- Gaskets are clean, attached securely to the doorframe, and in good repair

### **Facility**

- Floors, walls, ceilings, counters and shelving in food areas easily cleanable, durable and composed of non-absorbent materials (e.g. no unfinished wood, carpeting or acoustic ceiling tiles)
- Doors, windows and other outer openings sealed to protect from the entry of pests
- Restrooms available

### **Miscellaneous Tools and Supplies**

- Metal stem thermometer to verify internal food temperatures (0-220°F) ([factsheet](#))
- Supplies available to prevent bare hand contact with ready to eat foods  
(e.g. gloves, deli tissue, tongs)
- Food containers made of food grade materials
- Chemicals labeled and separated from food

### **Standard Operating Practices (SOPs)**

#### [Food Safety Factsheets](#)

Handwashing How/When	Datemarking
Glove Use	Thermometer Calibration
Hot and Cold Temperatures	Refrigerator Food Organization
Cooling Methods	Food Allergens
Cooling Log	Daily Self Inspection