

Pre-Opening Inspection Checklist

Before your pre-inspection with the health department, all construction must be completed. The facility should be clean and look like you are ready to open. Use this checklist to make sure you are ready.

Plan Review

- ☐ Equipment layout plans submitted to health department and approved
- ☐ Commercial grade equipment

Employee Training

- ☐ Certified Food Protection Manager certificate
 - Staff member certified must be a manager or supervisor
 - Certificate is required within 90 days of opening
- ☐ Employee illness reporting policy
- ☐ [Vomit and Diarrhea clean-up plan](#)

Handwashing Facilities

- ☐ Faucets provide tempered water of at least 100°F
- ☐ Non-hand operated faucets (e.g. wrist blade handles, foot or knee pedal, single lever, motion sensor)
- ☐ Soap and paper towels
- ☐ Handwashing sign posted

Dishwashing Facilities

General

- ☐ Hot and cold or tempered water
- ☐ Location to store clean and dirty dishes separately (e.g. drain boards, shelves, racks, rolling cart)

Manual

- ☐ Three or four compartment sink
- ☐ Dish soap
- ☐ Sanitizer (e.g. quaternary ammonia, unscented chlorine or bleach, lactic acid)
- ☐ Test strips

Mechanical

- ☐ Soap and sanitizer automatically dispensed
- ☐ Sanitizer options
 - ☐ Chemical with test strips
(e.g. chlorine 50-100ppm) or
 - ☐ Hot water with a temperature measuring device
(e.g. either heat sensitive test strips or an irreversible thermometer)
(Note: Hot water machines reach a final rinse temperature of 180°F or above)

Menu

- ☐ Food distributors/suppliers - approved sources
- ☐ Menu or list of foods
- ☐ Consumer Advisory written on menu if applicable
- ☐ HACCP plan submitted and approved for special processes (e.g. curing, acidification, vacuum packaging, fermentation)

Additional Equipment/Plumbing

- ☐ Separate food preparation sink available if food items are placed into a sink compartment below the flood level rim for cleaning or thawing
- ☐ Air gap food prep sinks, ice bins/machines, and dipper wells
- ☐ Mop sink with backflow preventer (ASSE 1011)
- ☐ Grease trap
- ☐ Ventilation hood

Refrigeration and Freezers

- ☐ Refrigerators at 41°F or below
- ☐ Freezers at 32°F or below
- ☐ Thermometers in each unit

Physical Facility

- ☐ Floors, walls, ceilings counters, and shelving are non-absorbent and easily cleanable (e.g. no carpeting, unfinished wood, or acoustical ceiling tiles)
- ☐ Public restrooms

Tools and Supplies

- ☐ Metal stem thermometer (0-220°F)
- ☐ Gloves, deli tissue, tongs to prevent bare hand contact
- ☐ Food grade containers
- ☐ Chemicals labeled and separated from food

Additional Resources

- [Food safety factsheets and newsletters](#)
- [Sign up for licensed establishment updates](#)
- [Wisconsin Food Code](#)