

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Food Preparation and Service- Part 3  
Self-Inspection Checklist**

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms are provided at the end of the checklist to help you understand some of the questions. Questions marked with the symbol (☞) may require the help of an outside expert. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Health and Disease Controls Food Service Personnel

Please Circle

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|----|---|------------|
| 1. | Are persons affected with any communicable disease, boils, infected wounds, sores, acute respiratory infection, nausea, vomiting and diarrhea prevented from working in any food area or with other food workers? [N.J.A.C. 8:24-4.1] | Y N N/A DK |
|----|---|------------|

Hygiene Practices Food Service Personnel

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| 2. | Is personal jewelry prohibited where it could contaminate or become incorporated into food? [N.J.A.C. 8:24-4.2(a)] | Y N N/A DK |
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Comments/Corrective Action

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| 3. | Is the use of tobacco products during food handling and dish washing prohibited? [N.J.A.C. 8:24-4.2(b)] | Y N N/A DK |
| 4. | Do employees consume food only in designated dining areas? [N.J.A.C. 8:24-4.2(c)]                       | Y N N/A DK |

Handwashing Food Service Personnel

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| 5. | Are separate handwashing facilities away from food preparation areas provided at convenient locations? [N.J.A.C. 8:24-4.3(a)]  | Y N N/A DK |
| 6. | Do workers wash their hands and exposed arms with soap and warm water before starting work, during work as necessary, after smoking, after eating, after drinking, after visiting the toilet or after handling raw food of animal origin? [N.J.A.C. 8:24-4.3(a)] | Y N N/A DK |
| 7. | Are employees fingernails clean and neatly trimmed? [N.J.A.C. 8:24-4.3(b)]   | Y N N/A DK |

Clothing  
Food Service Personnel

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| 8. | Is clean clothing worn by all persons including dishwashers? [N.J.A.C. 8:24-4.4(a)]                      | Y N N/A DK |
| 9. | Are there any extra clean uniforms/clothing available if clothing becomes soiled? [N.J.A.C. 8:24-4.4(a)] | Y N N/A DK |

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10. Are effective hair restraints to prevent contamination properly used? For example, is hat sitting on the back of the head, and hair hanging out loosely prevented or not permitted. [N.J.A.C. 8:24-4.4(b)] Y N N/A DK

Design, Construction and Materials Food Equipment and Utensils

11. Are multi-use equipment and utensils made with safe materials, corrosion resistant, nonabsorbent, smooth, easily cleanable, durable, dent resistant and sturdy? [N.J.A.C. 8:24- 5.1(a)] Y N N/A DK
12. Is equipment inspected periodically and replaced, if necessary, with safe materials? [N.J.A.C. 8:24-5.1(a)] Y N N/A DK
13. Are food contact surfaces of equipment and utensils (e.g. plastic mixing bowls) smooth; free of breaks, open seams, cracks and pits; easily accessible for cleaning; and in good repair? [N.J.A.C. 8:24-5.1(b) and (d)] Y N N/A DK
14. Are wicker or plastic woven type or other hard to clean breadbaskets lined with clean disposable materials or clean washable materials when used for unwrapped food? [N.J.A.C. 8:24-5.1(b)] Y N N/A DK
15. Are cutting boards easily removable and cleanable, nontoxic, nonabsorbent, smooth, and free of cracks, crevices and open seams? Cutting boards need to be washed - rinsed and sanitized since they come into direct contact with potentially hazardous foods and raw fruits and vegetables. [N.J.A.C. 8:24-5.1(c)] Y N N/A DK

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| 16. | Is the use of wood as a food-contact service prohibited except for hard maple cutting boards and single-service articles such as chop sticks, stirrers or ice cream spoons? [N.J.A.C. 8:24- 5.1(c)]  | Y N N/A DK |
| 17. | Are mollusk and crustacea shells thoroughly washed, rinsed and sanitized if reused for service? [N.J.A.C. 8:24-5.1(e)]   | Y N N/A DK |
|     | Note: Sanitization of these shells shall be accompanied by immersion in boiling water for three minutes or immersion in a 100 ppm solution of chlorine for one minute.   |            |
| 18. | Is equipment containing bearings and gears with unsafe lubricants designed and constructed so that the lubricant cannot leak, drip, or be forced into food or onto food contact surfaces? [N.J.A.C. 8:24-5.1(f)]   | Y N N/A DK |
| 19. | Are ventilation hoods and devices designed to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food contact surfaces? [N.J.A.C. 8:24-5.1(i)]  | Y N N/A DK |
| 20. | Is the filter of the ventilation hood readily removable for cleaning and replacement? [N.J.A.C. 8:24-5.1(i)]   | Y N N/A DK |
| 21. | Are shelves that are not intended for food contact designed free of unnecessary ledges, projections, or crevices? Some shelves are elaborately designed, very deep within a cabinet, or not sealed but screwed or nailed into place. The above conditions make housekeeping difficult. [N.J.A.C. 8:24- 5.1(j)] | Y N N/A DK |

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22. Are ice storage bins free of beverage dispensing units' condensate drainage or non-potable water drainage tubes? [N.J.A.C. 8:24-5.1(k)] Y N N/A DK
23. Is tubing conveying beverages or beverage ingredients to dispensing heads that comes in contact with stored ice fabricated with safe materials, grommeted at entry and exit points and kept clean? [N.J.A.C. 8:24-5.1(k)] Y N N/A DK
24. Are all food contact surfaces that are not intended for in place cleaning readily accessible for manual cleaning and inspection? [N.J.A.C. 8:24-5.1(l)] Y N N/A DK
- Note: Ready access means without being disassembled; or by disassembling without the use of tools; or by easy disassembling with the use of only simple tools kept available near the equipment.
25. Is equipment intended for in-place cleaning designed and constructed that cleaning and sanitizing solutions can be circulated throughout a fixed system; and cleaning and sanitizing solutions will contact all interior surfaces; and the system is self-draining or otherwise completely evacuated; and cleaning procedures result in thorough cleaning of the equipment? [N.J.A.C. 8:24-5.1(m)] Y N N/A DK
26. Are sinks and drain boards self-draining? Self-draining may occur by pitching it toward one of the compartments of the sink. [N.J.A.C. 8:24-5.1(n)] Y N N/A DK

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## Equipment Installation and Location

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| 27.  | Is equipment, including ice makers and ice storage equipment located away from under exposed or unprotected sewer lines, leaking water lines, water lines which may accumulate condensate or open stairwells which may cross contaminate equipment or ice? [N.J.A.C. 8:24-5.2(a)] | Y N N/A DK |
| 28.  | Is nonportable equipment placed on tables sealed to the table or elevated by at least four inches? [N.J.A.C. 8:24-5.2(b)]   | Y N N/A DK |
| 29.  | Is nonportable equipment placed on tables installed to facilitate the cleaning of the equipment and adjacent areas? [N.J.A.C. 8:24-5.2(b)]  | Y N N/A DK |
| 30.  | Is floor mounted equipment sealed to the floor or does it have a minimum of a six inch clearance between floor and equipment? [N.J.A.C. 8:24-5.2(d)]  | Y N N/A DK |
| <p>Note: Vertically mounted floor mixers may be elevated to provide at least a four-inch clearance between the floor and equipment if no part of the floor under the mixer is more than six inches from cleaning access.</p> |   |            |
| 31.  | Unless sufficient space is provided for easy cleaning between, behind and above each unit of fixed equipment, is the space between it and adjoining equipment and adjacent walls or ceiling 1/32 inch or less or sealed? [N.J.A.C. 8:24- 5.2(f)]                                  | Y N N/A DK |

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32. Are aisles and working spaces between units of equipment and walls unobstructed and of sufficient width to permit workers to perform their duties readily without contamination of food or food contact surfaces by clothing or through personal contact? [N.J.A.C. 8:24-5.2(g)]

Y N N/A DK

Equipment and Utensil Cleanliness

33. After each usage, is all tableware thoroughly cleaned to sight and touch? [N.J.A.C. 8:24-5.3(a)]

Y N N/A DK

34. After each usage, are all kitchenware and food contact surfaces (exclusive of cooking surfaces) used in the preparation, serving, display, or storage of food thoroughly cleaned to sight and touch? [N.J.A.C. 8:24-5.3(b) and (d)]

Y N N/A DK

35. Are the food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens cleaned after daily use? [N.J.A.C. 8:24-5.3(b)]

Y N N/A DK

36. Is the food contact surfaces of all cooking equipment kept free of encrusted grease deposits and other accumulated soil? [N.J.A.C. 8:24-5.3(b)]

Y N N/A DK

37. Have all nonfood contact surfaces been thoroughly cleaned as necessary to be free of dirt and in a sanitary condition? [N.J.A.C. 8:24-5.3(c)]

Y N N/A DK

38. Are cloths used for wiping food contact surfaces clean and only used for that purpose to prevent cross contamination? [N.J.A.C. 8:24-5.3(e)]

Y N N/A DK

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### Equipment and Utensil Sanitization

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|-----|---|------------|
| 39. | After each use, has all tableware been sanitized? [N.J.A.C. 8:24-5.4 (a)]   | Y N N/A DK |
| 40. | If a spoon or other utensil has been used for tasting, is it sanitized before being used again? [N.J.A.C. 8:24-5.4(a)]  | Y N N/A DK |
| 41. | Have all kitchenware and food contact surfaces that come in contact with potentially hazardous food or raw fruits or vegetables been sanitized after use or when there is an interruption of operations? For example is a slicer or frozen dessert machine sanitized the next day prior to use after the operation was closed? [N.J.A.C. 8:24-5.4(b)] | Y N N/A DK |

#### Methods and Facilities for Washing and Sanitizing For Both Manual and Machine Washing and Sanitizing

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|-----|---|------------|
| 42. | Prior to washing, have all equipment and utensils been preflushed, prescraped or when necessary presoaked? [N.J.A.C. 8:24-5.5(a)1]                    | Y N N/A DK |
| 43. | Are dish tables, drainboards, or racks provided of adequate size to handle soiled items? [N.J.A.C. 8:24-5.5(a)2]                                      | Y N N/A DK |
| 44. | Do dish tables, drainboards, or racks provide adequate space/distance to avoid interference of soiled items with clean items? [N.J.A.C. 8:24-5.5(a)2] | Y N N/A DK |
| 45. | Does washing remove foreign matter? [N.J.A.C. 8:24-5.5(a)3]   | Y N N/A DK |
| 46. | Has the rinsing process effectively removed detergent solution and foreign matter? [N.J.A.C. 8:24-5.5(a)4]  | Y N N/A DK |

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| 47. | Are cleaned equipment and utensils properly sanitized?<br>[N.J.A.C. 8:24-5.5(a)5]                     | Y N N/A DK |
| 48. | Have all sanitized utensils or food contact surfaces been allowed to air dry? [N.J.A.C. 8:24-5.5(a)6] | Y N N/A DK |

Note: Towel drying of equipment and utensils is prohibited.

Methods and Facilities for Washing and Sanitizing Manual Washing and Sanitizing

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| 49. | For manual washing, are three sinks provided for the wash-rinse-sanitize cycle? [N.J.A.C. 8:24-5.5(b)1]   | Y N N/A DK |
| 50. | Are sink compartments large enough to permit complete immersion of the equipment and utensils intended to be cleaned? [N.J.A.C. 8:24-5.5(b)1]   | Y N N/A DK |
| 51. | Do all sink compartments have a supply of hot and cold potable running water? [N.J.A.C. 8:24-5.5(b)1]   | Y N N/A DK |
| 52. | Have all sinks been cleaned prior to use? [N.J.A.C. 8:24-5.5(b)2]   | Y N N/A DK |
| 53. | Are equipment and utensil preflushed or prescraped and, when necessary, presoaked to remove gross food particles and soil? [N.J.A.C. 8:24-5.5(b)2]  | Y N N/A DK |
| 54. | Are equipment and utensils thoroughly washed in the first compartment with a detergent solution that is kept clean and used in accordance with manufacturer's directions? [N.J.A.C. 8:24-5.5(b)2] | Y N N/A DK |

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| 55.   | Have equipment and utensils been thoroughly rinsed free of detergent and abrasives with clean water in the second compartment? [N.J.A.C. 8:24-5.5(b)2]   | Y N N/A DK |
| 56.   | Have equipment and utensils been thoroughly sanitized in the third sink? [N.J.A.C. 8:24-5.5(b)2]   | Y N N/A DK |
| 57.   | If using hot water (heat) as a sanitizer, is the water maintained at or above 170 degrees Fahrenheit and tested periodically with a thermometer? [N.J.A.C. 8:24-5.5(c)1]   | Y N N/A DK |
| 58.   | If using hot water as a sanitizer, have equipment and utensils to be sanitized been allowed to be completely immersed for at least 30 seconds in the 170 degree Fahrenheit water? [N.J.A.C. 8:24-5.5(c)1]            | Y N N/A DK |
| 59. ☞ | If chlorine is used as sanitizer, does the solution contain at least 50 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75 degrees Fahrenheit? [N.J.A.C. 8:24-5.5(c)2]    | Y N N/A DK |
| 60. ☞ | If iodine is used as sanitizer, does the solution contain at least 12.5 parts per million available iodine, a pH not higher than 5.0 and at a temperature of at least 75 degrees Fahrenheit? [N.J.A.C. 8:24-5.5(c)3] | Y N N/A DK |
| 61.   | If chlorine or iodine is used as a sanitizer, are equipment and utensils to be sanitized immersed for at least one minute? [N.J.A.C. 8:24-5.5(c)2 and 3]   | Y N N/A DK |

Note: Other approved sanitizers are acceptable. Consult the regulations for requirements.

Comments/Corrective Action:

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62. Is there a test kit or other device that accurately measures the parts per million concentration of the sanitizer? [N.J.A.C. 8:24-5.5(c)6] Y N N/A DK

Note: Often sanitizers are available in tablet form. When released in the water the water turns color. The color can then be matched against a chart.

63. Is there a thermometer accurate to  $\pm 3$  degrees Fahrenheit available? [N.J.A.C. 8:24-5.5(c)6] Y N N/A DK

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Definitions:

*Rinse* - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24

*Potentially hazardous food* means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity ( $a_w$ ) value of 0.85 or less.

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