

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Food Preparation and Service- Part 5  
Self-Inspection Checklist**

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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. This checklist may also be helpful in reviewing general food safety practices. Questions marked with the symbol (☞) may require the help of an outside expert. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (\*). This checklist should be used in conjunction with the other Food Preparation and Service checklists.

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Garbage and Rubbish Disposal Facilities

Please Circle

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|----|---|------------|
| 1. | Are all garbage and rubbish containers leak proof, non absorbent, and constructed of durable metal or other approved types of material? [N.J.A.C. 8:24-6.10(a)]             | Y N N/A DK |
| 2. | Are waste containers, while being stored, covered with tight-fitting lids, unless kept in a special vermin proofed room or in a waste refrigerator? [N.J.A.C. 8:24-6.10(b)] | Y N N/A DK |
| 3. | Are kitchen waste containers emptied at least daily if not covered? [N.J.A.C. 8:24-6.10(b)]   | Y N N/A DK |

Comments/Corrective Action:

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|---------------------------------------|---|------------|
| 4.                                    | Are waste containers cleaned on the outside and inside?<br>[N.J.A.C. 8:24-6.10(c)]  | Y N N/A DK |
| 5.                                    | Are waste containers cleaned at appropriate locations away<br>from food preparation areas? [N.J.A.C. 8:24-6.10(c)]  | Y N N/A DK |
| 6.                                    | Are waste container cleaning facilities, including brushes,<br>dedicated only to waste container cleaning? [N.J.A.C. 8:24-<br>6.10(c)]                                    | Y N N/A DK |
| 7.                                    | Are there sufficient numbers of containers to hold all garbage<br>and rubbish containing food waste both inside and outside the<br>establishment? [N.J.A.C. 8:24-6.10(d)] | Y N N/A DK |
| Note: Plastic bags are not mentioned. |   |            |
| 8.                                    | Are waste containers, rooms or areas inaccessible to vermin?<br>[N.J.A.C. 8:24-6.10(e)]   | Y N N/A DK |
| 9.                                    | Are interior and exterior storage areas enclosures large enough<br>and kept clean? [N.J.A.C. 8:24-6.10(f), (g) and (h)]   | Y N N/A DK |
| 10.                                   | Is the surface area under inside and outside waste containers<br>smooth and nonabsorbent (e.g. concrete)? [N.J.A.C. 8:24-<br>6.10(h) and (i)]                             | Y N N/A DK |
| 11.                                   | Is the frequency of waste disposal daily or at a frequency that<br>does not create a health nuisance? [N.J.A.C. 8:24- 6.10(j)]  | Y N N/A DK |

Vermin Control

- |     |  |            |
|-----|--|------------|
| 12. | Are openings to the exterior such as caused by electrical<br>wiring and plumbing effectively protected against the<br>entrance of rodents? [N.J.A.C. 8:24-6.11(e)] | Y N N/A DK |
|-----|--|------------|

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13. Are effective control measures utilized to minimize and eliminate the presence of vermin? [N.J.A.C. 8:24-6.11(a)] Y N N/A DK

Note: This would include professional extermination.

14. Are all openings to the outer air effectively protected against the entrance of insects by self-closing doors, closed windows, screening, controlled air currents or other effective means? [N.J.A.C. 8:24-6.11(b), (c) and (d)] Y N N/A DK

#### Floors, Walls and Ceilings

15. Are floors clean and in good repair? [N.J.A.C. 8:24-7.1(a)] Y N N/A DK

16. Are floors in kitchens, stock rooms, restrooms and places where foods are stored or prepared constructed of nonabsorbent materials and easily cleanable? [N.J.A.C. 8:24-7.1(b)] Y N N/A DK

17. If provided, are floor drains covered, trapped, sealed, pitched and properly installed so as to properly function? [N.J.A.C. 8:24-7.1(d)] Y N N/A DK

18. If carpeting is used, is it closely woven (not shag), properly installed (sealed at seams) and kept clean and in good repair? [N.J.A.C. 8:24-7.1(e)] Y N N/A DK

19. Are food preparation, washing, food storage and toilet areas free of carpet? [N.J.A.C. 8:24-7.1(e)] Y N N/A DK

20. Are walking and driving surfaces clean, free of debris and properly graded and drained? [N.J.A.C. 8:24-7.1(g)] Y N N/A DK

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| 21.   | Are walking and driving surfaces provided with concrete, asphalt, gravel, or similar materials to minimize dust? [N.J.A.C. 8:24-7.1(i)]                                | Y N N/A DK |
| 22.   | Are coved juncture tile between floor and wall or "base board" installed to facilitate housekeeping? [N.J.A.C. 8:24- 7.1(i)]   | Y N N/A DK |
| 23.   | Are walls in food preparation, utensil-washing and handwashing rooms or areas of light color, smooth and easily cleanable? [N.J.A.C. 8:24-7.1(k)]                      | Y N N/A DK |
|       | Lighting   |            |
| 24. ☞ | Are 30 foot candles of light provided on all food preparation surfaces and at work levels? [N.J.A.C. 8:24-7.2(a)]  | Y N N/A DK |
|       | Note: Inadequate lighting has been associated with poor housekeeping and accidental mixing of toxic substances into food stuff.  |            |
| 25. ☞ | Are 20 foot candles of light provided in storage and lavatory areas? [N.J.A.C. 8:24-7.2(b)1]   | Y N N/A DK |
| 26. ☞ | Are 10 foot candles of light provided in all other areas? [N.J.A.C. 8:24-7.2(b)2]  | Y N N/A DK |
|       | Ventilation  |            |
| 27.   | Is sufficient ventilation provided to keep rooms free of excessive heat, steam, grease, condensation, vapors, obnoxious odors, smoke and fumes? [N.J.A.C. 8:24-7.3(a)] | Y N N/A DK |

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| 28.          | Are all exhaust ducts in hoods provided with filters which are readily removable for cleaning and replacement? [N.J.A.C. 8:24-7.3(d)]   | Y N N/A DK |
| Housekeeping |   |            |
| 29.          | Are effective measures taken to maintain orderly storage of employees' clothing and personal belongings? [N.J.A.C. 8:24-7.4(a) and (b)]   | Y N N/A DK |
| 30.          | Are dressing areas and lockers kept in a clean condition? [N.J.A.C. 8:24-7.4(c)]  | Y N N/A DK |
| 31.          | Are all parts of the establishment kept neat, clean and free of litter and rubbish? [N.J.A.C. 8:24-7.4(d)]  | Y N N/A DK |
| 32.          | Are floor and wall cleaning done at times and using methods that minimize dust contamination of exposed food and food contact surfaces? [N.J.A.C. 8:24-7.4(e)]                                | Y N N/A DK |
| 33.          | Are laundered cloths and napkins stored in a clean protected place until used? [N.J.A.C. 8:24-7.4(f)]   | Y N N/A DK |
| 34.          | Are nonabsorbent containers or laundry bags used to store soiled, or damp linen or clothing? [N.J.A.C. 8:24-7.4(g)]   | Y N N/A DK |
| 35.          | Are only items necessary for the operation of the establishment kept on the premises? [N.J.A.C. 8:24-7.4(i)]  | Y N N/A DK |
| 36.          | Is travel through food preparation and utensil washing areas free of unnecessary persons? [N.J.A.C. 8:24-7.4(j)]  | Y N N/A DK |
| 37.          | Are maintenance and cleaning tools such as brooms, mops, vacuum cleaners maintained and stored in a way that does not contaminate food, utensils, equipment or linens? [N.J.A.C. 8:24-7.4(k)] | Y N N/A DK |

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Live Birds and Animals

38. Are only guide dogs that accompanying a blind or deaf person permitted in food storage, preparation or serving areas? [N.J.A.C. 8:24-7.5] Y N N/A DK

Chemical Sanitizing Solutions

39. Are sanitizing agents labeled and used in accordance with label requirements? [N.J.A.C. 8:24-13.1(b)] Y N N/A DK

Choking Prevention Posters

40. Is a choking prevention poster conspicuously displayed? [N.J.A.C. 8:24-13.2] Y N N/A DK

Enforcement Provisions

- 41.\* Is there a food inspection at least once a year by a local board of health? [N.J.A.C. 8:52-Appendix-Best Practice] Y N N/A DK
- 42.\* After an inspection by a licensed official, are evaluation placards immediately posted near the entrance of the establishment? [N.J.A.C. 8:24-9.8] Y N N/A DK
- 43.\* Are inspection reports provided to the public on request and maintained for 2 years? [N.J.A.C. 8:24-9.8] Y N N/A DK

Food Manager Certification

- 44.\* Is there at least one supervisory person who has completed a certified food safety and sanitation course? [N.J.A.C. 8:24- 10.3] Y N N/A DK

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