



INSPECTION GUIDE

___ Make sure fixed items such as hand sinks, around 3-comp sink, cabinets if attached to the wall, etc. are sealed in place. Please look for any cracks anywhere throughout facility and if found are sealed up (floorboards, around door frames, etc.). Everything should be smooth and easily cleanable.

___ Make sure floors, walls, and ceilings are smooth and easily cleanable (no holes and no stains). Pay attention to carpet, absorbent wood, and absorbent ceiling tiles. These surfaces are not smooth and easily cleanable and may require a replacement. If the floor is going to be mopped a curved baseboard trim on the walls will be required.

___ Make sure hand sinks have a wash hands sign, paper towels, and soap and hot water (at least 100°F).

___ Hand sinks are only to be used for handwashing. Please make sure that sinks are located in logical areas. If you believe hand sink will be used as a dump sink it would be beneficial to place a 4 comp sink or another sink for other uses since hand sink is only to be used for hand washing.

___ Make sure women's bathroom has a covered trash can.

___ Make sure you have ODH ServSafe® certificate (you can take this course with us, another health department, or online and have the exam proctored).

___ Make sure all coolers and hot holding units have thermometers, and stem food thermometers are also available to take internal food temperatures.

___ Test strips for sanitizer for both the dish machine and any buckets (make sure you have the right ones).

___ A vomit diarrhea spill kit needs to be available with procedures (aka bodily fluid kit).

___ An employee health policy needs to be in place. One is attached to this email. Please feel free to use this one.

___ Make sure pest control is in place or you have an appropriate plan. A food place of business is not permitted to apply pesticides.

___ Cleanliness is completed concentrating on all hard-to-reach areas.

___ Choking poster is on site. One is attached one to this email.

___ Make sure that where the employees plan on handling raw products is located, there is a hand sink near it. Employees will need to wash hands and change gloves every time they handle a raw product.

___ Approval from building, fire, and plumbing. (These need to happen prior to DPHD pre-license inspection.) DPHD will be the last inspection before the facility can open)

___ Any raw product in the facility? Make sure that product is properly located within a cooler based on cooking temperatures.

___ All equipment needs to be commercial grade, including any containers.

___ Are products being reheated? They need to be reheated to 165 °F and cooled properly using a proper method and knowing temperature parameters. Helpful sheets have also been added to this email.

___ Are you doing par cooked anything? Sou vide? Reduced oxygen packaging? Time instead of temperature hold for anything? Any of those processes listed require proper written procedures. Please advise your inspector if any of these processes will be done.

___ All containers with sauces, spices, etc. that are not easily identifiable needs a label.

___ All house made sauces, dressings, etc. are subject to the 7-day date marking limit. If you wish to be exempt, consider having these items tested and determined non TCS to extend the shelf life of the product.

___ Any raw, medium rare, or rare needs to have a consumer advisory on menu with astrik. There needs to be an astrik next to every item that can be ordered undercooked. And the astrik will then be used to direct the consumer to the advisory.

___ Prep sink, 3-comp sink, dishwasher, and ice machine need to be indirectly plumbed.

___ No latex gloves can be used in facility.

___ Drain boards on both sides of the 3-comp sink.

___ Any entrance or exit or exterior door going into the facility cannot have any light that can be seen underneath or around.

___ Food employees need to have restrained hair using either a hat, hair net, or covering.

- If the facility practices any par cooking (requires written procedures), reheating, sou vide (HACCP required), Reduced Oxygen Packaging/ROP (HACCP required), TILT (Requires procedures), acidified rice (HACCP required) then the facility will be a level 4 license.
- If the facility serves undercooked meats then make sure consumer advisory is on menu with * next to each item that can be served undercooked.
- If the facility is serving any undercooked fish/seafood, please bring to the attention of the inspection to ensure source is approved with parasite destruction when required as well as the consumer advisory listed on the menu.
- If dogs are allowed on patios, this requires a written plan and proper signage. Please inquire if allowing.