



Community Development Department
 Environmental Health Division
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Self-Inspection Checklist

Date	
Manager	
Time	

BOLDED AND ** ITEMS INDICATE CRITICAL VIOLATIONS

SOURCE	YES	NO	COMMENTS
** Approved Source -Is the food from an approved source?			
** Wholesome, sound condition -Is the food in a wholesome, sound condition? (Food is free from spoilage, filth, dents, etc.)			
Is the food in the original container and properly labeled?			

TEMPERATURE CONTROL	YES	NO	COMMENTS
** PHFs meets temperature requirements (storage, preparation, display, holding, service & transportation)			
** Ready-to-eat, PHFs properly date marked, discarded after 7 days			
** Foods properly cooked and/or reheated			
** Foods properly cooled			
** Facilities to maintain proper temperatures			
Thermometers provided and conspicuously placed			
Potentially hazardous foods properly thawed			

TEMPERATURE CONTROL-Record temperatures (°F)	YES	NO	COMMENTS
Chiller(s) 41°F			
Cooler(s) 41°F			
Freezer(s) 0°F			
Walk-in cooler(s) 41°F			
Walk-in freezer(s) 0°F			
Hot holding equipment >135°F			
Cooked/reheated foods			
Cooled foods			

FOOD PROTECTION	YES	NO	COMMENTS
** Cross-contamination (equipment, personnel, during storage)			
** Potential for cross-contamination (storage practices, damaged food segregated)			
** Unwrapped food not re-served			
Food protection during storage, preparation, display, service, transportation			
Foods handled with minimum manual contact			
In-use food dispensing utensils properly stored			

PERSONNEL	YES	NO	COMMENTS
** Personnel with infections restricted			
** Hands washed, good hygienic practices			
** Proper hygienic practices, eating/drinking/smoking (only in designated areas)			
Clean clothes, hair restraints			

FOOD EQUIPMENT AND UTENSILS	YES	NO	COMMENTS
Food contact surfaces designed, constructed, maintained, installed, located			
Non-food contact surfaces designed, constructed, maintained, installed, located			
Dishwashing facilities designed, constructed, operated			
Thermometers, gauges, chemical test kits present			
Equipment and utensils pre-flushed, scraped, soaked			
Wash, rinse water clean, proper temperature			
** Sanitizing concentration (ppm)			
** Sanitizing temperature (°F)			
Wiping cloths clean, used properly, stored			
Food contact surfaces of equipment and utensils clean			
Non-food contact surfaces clean			
Storage/handling of clean equipment, utensils			

SINGLE SERVICE ARTICLES	YES	NO	COMMENTS
Single service items properly stored, handled, dispensed			
Single service articles not re-used			

WATER/SEWAGE/PLUMBING	YES	NO	COMMENTS
** Water source safe, hot and cold under pressure			
** Sewage and waste water disposed properly			
Plumbing installed and maintained			
** Cross-connections, back-siphonage, back-flow prevented			

HAND WASHING FACILITIES	YES	NO	COMMENTS
** Hand washing sinks installed, located, accessible			
Toilet and lavatory facilities properly constructed, maintained, supplied, cleaned			

GARBAGE AND SOLID WASTE DISPOSAL	YES	NO	COMMENTS
Containers covered, adequate number, insect and rodent proof, emptied at proper intervals, clean			
Outside storage area clean, enclosures properly constructed			

INSECT AND RODENT CONTROL	YES	NO	COMMENTS- Date of last pest control inspection _____
** Presence of insects/rodents. ANIMALS PROHIBITED			
** Outer openings protected from insects, rodent proof			

FLOORS/WALLS/CEILINGS	YES	NO	COMMENTS
Floors properly constructed, clean, drained, covered			
Walls, ceilings, and attached equipment constructed, clean			
Lighting provided as required. Fixtures shielded			
Sufficient ventilation provided, equipment properly vented, systems maintained			

OTHER AREAS AND OPERATIONS	YES	NO	COMMENTS
Employee lockers provided, used, and clean			
** Toxic items properly stored			
** Toxic items labeled and used properly			
Premises maintained free of litter, unnecessary articles. Cleaning and maintenance equipment properly stored, kitchen restricted to authorized personnel			
Complete separation from living/sleeping area, laundry			
Clean and soiled linens segregated and properly stored			

UNIFORM CHECKLIST	YES	NO	COMMENTS
Clean aprons			
Clean shirts			
Appropriate shoes			
** Hair restraints			
** No hand and wrist jewelry			
** Clean, trimmed, filed nails			