

Daily Checklist Week of: ___/___/___

Complete each item daily	MON	TUES	WED	THURS	FRI	SAT	SUN
Person in charge (CFPM): Knowledgeable about policies & procedures							
Illness Reporting/exclusion: If ill employees, complete employee illness log							
Hand Washing Facilities: Maintain access to sink. Stocked with soap, paper towels - signage.							
Proper Hygiene: Washing hands No wiping hands on aprons or towels No bare hand contact with ready-to-eat foods. Hair restraint, clean clothing.							
Food: Labeled & dated opened foods Food 6 inches off the floor & covered. Vacuum packed fish slit during thawing Shell fish tags dated with service dates Approved sources HACCP Plans on file for special processes							
Cross Contamination: Raw meats below & separate of RTE foods Unwashed produce below washed. Food utensil handles out of product.							
Proper cooling/thawing: Shallow containers, uncovered, in refrigeration Hot foods within 2 hours to 70F, 4 hours to 41F Ambient foods cooled within 4 hours to 41F							
Sanitizer Concentrations: Bleach: 50-200ppm, Quaternary Ammonia: 200-400ppm, or Iodine: 12.5-25mg/L	ppm	ppm	ppm	ppm	ppm	ppm	ppm
	ppm	ppm	ppm	ppm	ppm	ppm	ppm
3-Compartment Sink-Sanitizer concentration (if used)	ppm	ppm	ppm	ppm	ppm	ppm	ppm
Dishwasher Sanitizing Cycle: 180°F on display and 160°F surface temp OR Proper sanitizer concentration	°F ppm	°F ppm	°F ppm	°F ppm	°F ppm	°F ppm	°F ppm
Food Contact Surfaces: Food contact surfaces (utensils & equipment) washed, rinsed, & sanitized every 4 hours. i.e. slicers, pop nozzles, mixers, ice machine							
Non-Food Contact Surfaces: All equipment, floors, walls, pipes, & ceilings clean. Equipment 6' off floor, covered/inverted, in one direction..							
Rodent & Pest Prevention: Licensed pest control if evidence of pests							
Chemical Storage: Chemicals labeled, separate & below food and equipment							
Proper & approved equipment: No damaged equipment, utensils, containers Gaskets on coolers/freezers not cracked Equipment functioning properly							
Water Hot water <130F. Proper back flow devices. Spray nozzle not below sink rim							

Corrective Actions: _____

Daily Temperature Log Week of: ___/___/___

UNIT OR PRODUCT	TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F
	AM	°F	°F	°F	°F	°F	°F	°F
	PM	°F	°F	°F	°F	°F	°F	°F

Corrective Actions _____

