

SCHOOL HACCP DAILY SANITATION CHECK OFF LIST

Revised Nov 2011

SCHOOL: \_\_\_\_\_

DATE / TIME	EQUIPMENT OR AREA	CHECK YES/NO	DEVIATION OR DEFICIENCY	CORRECTIVE ACTION	FAC. INSPECT.
	Personnel sanitation				
	Hand wash. sink available & used				
	Hand washing sign posted				
	Work surfaces cleaned				
	Auto./single can opener cleaned				
	Rest Room cleaned				
	Cooking utensils cleaned				
	Refrigerator thawing				
	Daily food prep. planned				
	Cross contamination prevention				
	Single use gloves used regularly				
	Batch cooking implemented				
	HACCP Forms completed daily				
	Hot holding equipment cleaned				
	Food kept out of temp. danger zone				
	Hot food held above 135 deg.				
	Food reheated to 165 deg.				
	Ovens, kettles, steamers cleaned				
	Fridge & freezers clean and organiz.				
	Refrigerated food held <41 deg.				
	Thermometer calibrated weekly				
	Milk coolers cleaned				
	Milk temperatures monitored				
	FIFO food inventory monitored				
	Fridge & freezer temps. monitored				
	Storage rooms clean & organized				
	Food & paper storage 6" above floor				
	Chemicals & food storage separate				
	Open food dated and labeled				
	Regular cleaning scheduled				
	3 compartment sink for dishes				
	Sanitizer tested for ware washing				
	Dishes air dried				
	Wiping cloths stored in sanit. solu.				
	cleaned between uses				
	Exhaust hood & filters cleaned				
	Garbage cans emptied regularly				
	Dock area clean				
	Screen doors well sealed				
	Pests are well controlled				