



Food Safety Self Inspection

Minneapolis Health Department
 Division of Environmental Health
 Food, Lodging and Pools
 250 S. Fourth St., Room 414
 Minneapolis, MN 55415

Establishment: _____ Form completed by: _____ Date: _____

Mark each item 1 (needs improvement) through 3 (fully complies) and list the corrective actions you will take if marked 1 or 2. Mark NA if not applicable.

| Employee health, hygiene and training | | 1 | 2 | 3 | NA | Corrective actions |
|---|---|----------|----------|----------|-----------|---------------------------|
| 1 | Employee illness policy in place? | | | | | |
| 2 | Employee illness log maintained? | | | | | |
| 3 | Hand washing facilities properly stocked and accessible? | | | | | |
| 4 | Employees follow proper hand washing procedure? | | | | | |
| 5 | Prohibited bare hand contact with ready-to-eat food? | | | | | |
| 6 | Prohibited tobacco use, eating, and drinking in food preparation areas? | | | | | |
| 7 | Personal items stored away from food storage and preparation areas? | | | | | |
| 8 | Certified food manager on staff? | | | | | |
| 9 | Employees trained in food safety? | | | | | |
| Protection from contamination | | 1 | 2 | 3 | NA | Corrective actions |
| 10 | Food protected and separated from cross-contamination? | | | | | |
| 11 | Food contact surfaces cleaned and sanitized? | | | | | |
| 12 | Wiping cloths properly used and stored in sanitizing solution? | | | | | |
| Time and temperature of potentially hazardous food | | 1 | 2 | 3 | NA | Corrective actions |
| 13 | Potentially hazardous food cooked to the required internal temperature? | | | | | |
| 14 | For hot holding, food is kept at 140° F or above? | | | | | |
| 15 | For cold holding, food is kept at 41° F or below? | | | | | |
| 16 | For hot holding, food is re-heated to 165° F for 15 seconds? | | | | | |
| 17 | Thermometers used and calibrated for accuracy? | | | | | |
| 18 | Food is properly date marked and labeled? | | | | | |
| Approved source | | 1 | 2 | 3 | NA | Corrective actions |
| 19 | Purchase products from reputable commercial supplier with records on site? | | | | | |
| 20 | Products inspected for tampering prior to preparation and service? | | | | | |
| Chemical | | 1 | 2 | 3 | NA | Corrective actions |
| 21 | Toxic chemicals properly used, labeled and stored? | | | | | |
| Proper use of utensils and equipment | | 1 | 2 | 3 | NA | Corrective actions |
| 22 | Utensils and equipment properly stored and handled? | | | | | |
| 23 | Sanitizer concentration test strips available and used? | | | | | |
| 24 | 3-compartment sink and dishwashing machine properly working and sanitizing? | | | | | |
| Physical facility | | 1 | 2 | 3 | NA | Corrective actions |
| 25 | Physical facility properly cleaned? | | | | | |
| 26 | Physical facility properly maintained? | | | | | |
| 27 | Physical facility monitored for pest activity and pest living conditions? | | | | | |
| 28 | Only authorized persons allowed in food preparation areas? | | | | | |

Keep a copy for your records.



Cooling Log

Establishment: _____ Form completed by: _____ Dates: _____

| Food Product Name → | | | | | | | |
|--|-------------|----|----|----|----|----|----|
| Date → | | | | | | | |
| Actual start time at 140°F → | | : | : | : | : | : | : |
| After 1 hour | Temperature | °F | °F | °F | °F | °F | °F |
| | Time | : | : | : | : | : | : |
| After 2 hours <i>must be 70 °F or below</i> | Temperature | °F | °F | °F | °F | °F | °F |
| | Time | : | : | : | : | : | : |
| After 3 hours | Temperature | °F | °F | °F | °F | °F | °F |
| | Time | : | : | : | : | : | : |
| After 4 hours | Temperature | °F | °F | °F | °F | °F | °F |
| | Time | : | : | : | : | : | : |
| After 5 hours | Temperature | °F | °F | °F | °F | °F | °F |
| | Time | : | : | : | : | : | : |
| After 6 hours <i>must be 41 °F or below</i> | Temperature | °F | °F | °F | °F | °F | °F |
| | Time | : | : | : | : | : | : |
| Corrective Action | | | | | | | |