**Pre-opening Inspection Checklist**

The following checklist should be used as a guide in preparing for the pre-opening inspection for a new or remodeled food service establishment.

If there are any questions, please contact your plan reviewer:

Joe Frazier at 517-279-9561 ext.154 or frazierj@bhsj.org

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|  | **YES** | **NO** |
| **Food service license application and fee submitted** |  |  |
| **Certified Food Manager certificate, and most updated SOP's submitted** |  |  |
| **All equipment (including water heater(s) installed in accordance with the approved plans** |  |  |
| **Soap and paper towels available at all hand washing sinks** |  |  |
| **Hand washing signs provided at all hand washing sinks** |  |  |
| **Thin tipped food thermometer scaled 0°- 220°F available on-site and accurate** |  |  |
| **Approved sanitizer for manual warewashing sinks and wiping cloth**  **containers available on-site** |  |  |
| **Mechanical warewashing equipment is fully operational and**  **sanitizing properly per manufacturers and Food Code requirements** |  |  |
| **Test strips available for all sanitizers and chemical produce washers that will be used in facility** |  |  |
| **Hot and cold water of sufficient pressure and temperature (at least 100°F at hand washing sinks and 110°F at warewashing sinks) provided at all**  **fixtures as required** |  |  |
| **All refrigeration and freezer units operating at the proper temperatures and provided with an accurate temperature measuring device** |  |  |
| **Hot food holding units are operating at proper temperatures as required** |  |  |
| **All drain lines from equipment (such as ice machines, ice bins, prep sinks, dipper wells, glass/pitcher rinsers, etc.) properly air gapped above flood rim of floor sink** |  |  |
| **Drain lines from rinse and sanitize compartments of 3-compartment sink properly air gapped above flood rim of floor sink** |  |  |
| **Proper ASSE backflow prevention devices installed on water inlets to food and beverage equipment (such as espresso machines, dishmachines, wok ranges, steamers, combi-ovens, glass/pitcher rinsers, etc.) where required** |  |  |

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|  | **YES** | **NO** |
| **All outer doors, windows, and other openings to the outside are self-closing and tight fitting and provided with screens or air curtains to**  **prevent entry of insects and rodents as needed** |  |  |
| **Ventilation hood(s) functioning properly. Air balance report submitted** |  |  |
| **All equipment that is not easily moveable (on casters or light enough**  **to move) installed with sufficient, unobstructed space behind and**  **around the equipment to permit cleaning, or sealed to the wall and**  **adjoining equipment. Fixed equipment must also have at least 6" of**  **clear space beneath it or be sealed to the floor** |  |  |
| **All shelving for food, dishes, utensils, and single-service items installed so that items will be at least 6" above the floor** |  |  |
| **All floors, walls, and ceilings finished to be smooth, easily cleanable,**  **nonabsorbent, and durable. No bare wood surfaces. No holes in walls or gaps around plumbing lines and floor sinks.** |  |  |
| **All floor/wall junctures sealed and coved** |  |  |
| **No gaps at edges of FRP or stainless-steel panels. All trim pieces are**  **installed and sealed properly** |  |  |
| **Back edges of fixed equipment (such as hand sinks, 3-compartment sinks, mop sinks, etc.) sealed to adjoining wall(s)** |  |  |
| **No leaks from drain lines or faucets of plumbing fixtures** |  |  |
| **Copper condensate lines in all walk-in coolers/freezers wrapped to prevent contamination of food products located underneath** |  |  |
| **Splash guards installed on sinks to prevent contamination of food or equipment where required** |  |  |
| **All lighting fixtures shielded or provided with shatterproof bulbs or LED fixtures** |  |  |
| **Lighting intensity in all areas of facility (including walk-in coolers) adequate** |  |  |
| **Toilet rooms installed with tight fitting and self-closing doors** |  |  |
| **Covered waste container provided in women's or unisex toilet rooms** |  |  |
| **Dumpsters placed on asphalt or concrete and sloped to drain** |  |  |
| **"No smoking" signs provided at all entrances** |  |  |
| **All surfaces (food contact and non-food contact) have been cleaned**  **and sanitized to remove all construction dust, debris, and grease** |  |  |

If \*NO\* was answered to any of the above items, final Approval to Operate may be delayed. Questions? Contact your plan reviewer for further information.