



Instructions:

The purpose of the checklist is to verify the food premise and equipment used are in a condition conducive for the safe preparation of food prior to commencing operation. This checklist highlights key areas which may impact the ability to produce safe, quality food. Complete the checklist daily at the start of operations. The supervisor verifies completion and checklist is maintained for a minimum of one year. Corrective actions should be recorded in the space provided.

DAILY PRE-OPERATIONAL / START-UP CHECKLIST

Date: _____
 Time: _____
 Location: _____

Parameter		Yes	No*	Initials:
1	Hand washing sinks are working and equipped with hot/cold running water, liquid soap in a dispenser, and paper towels.			
2	Surface sanitizer is prepared and at the required concentration (<i>Chlorine: 100ppm; QUAT: 200ppm; Iodine: 25ppm, etc.</i>).			
3	Dishwashing sink or dishwasher has sufficient sanitizer (<i>Chlorine: 100ppm; QUAT: 200ppm; Iodine: 25ppm, etc.</i>) OR is reaching required temperatures (<i>at least 77°C for 45 seconds in sink OR 150°F wash & at least 180°F rinse for mechanical units</i>).			
4	Utensils are clean and free from damage (<i>e.g., chipping, cracking, melting, etc.</i>).			
5	Equipment is clean and free from debris.			
6	Floors are clean and hazard-free (<i>e.g., slip-free, food is stored off the ground, flooring is free from cracks, etc.</i>).			
7	Probe thermometer is clean and functional.			
8	Refrigerators are maintaining temperatures at or below 4°C (40°F).			
9	Freezers are maintaining food in a frozen solid state.			
10	Temperature logs are filled out.			
11	Raw hazardous foods (<i>e.g., eggs, raw meats, milk, etc.</i>) are stored below ready-to-eat foods.			
12	The premise is free from pest activity.			

*Note: Any parameter recorded as a 'No' should have a corrective action listed.

Corrective Action(s):

Supervisor or Manager Verification: _____ / Verification Date: _____

Note to user:

This template can be modified from a daily pre-opening check to an am check and pm check.

An example of corrective actions is included below.

Example Corrective Action:

4. Observed spatula missing large piece of silicone. Spatula discarded and replaced (November 29, 2023 @ 10:00 AM)

JD

5. Carton of eggs observed above box of romaine lettuce. Eggs moved to bottom shelf; staff reminded that raw foods are stored below ready to eat (November 29, 2023 @ 10:00 AM) *JD*