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CITY OF EASTHAMPTON

BOARD OF HEALTH

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Public Health
Prevent. Promote. Protect.

Name of Residential Kitchen: _____

Date: _____

Residential Kitchen/Cottage Food Operations Inspection Checklist

Sinks/Warewashing

- Handwash sinks provided & conveniently located.
- “Employees must wash hands” sign provided at all handwash sinks.
- Soap, paper towels, and a trash barrel provided at all handwash sinks.
- Water temperature at handwash sink at least 100° F.
- Hot water is available for all cleaning and sanitizing needs.
- 3-bay sink provided with bays large enough to submerge the largest equipment and utensils.
- Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation.
- Sanitizer provided (chlorine-bleach, quaternary ammonium compounds, or iodine).
- Appropriate sanitizer testing strips available.
- Dishwasher effectively removes soil from all surfaces.
- Irreversible registering temperature indicator shall be provided and readily accessible.
- Dishwasher temperature records up to thirty days (150° F).

Physical Facility

- Indoor floor, wall, and ceiling surfaces are:
 - Smooth, durable, and easily cleanable
 - Non-absorbent for areas subject to moisture (food prep areas, warewashing areas, and areas subject to flushing or spray-cleaning methods
 - In good repair (i.e. no cracks, peeling up floor tiles, stained ceiling tiles, missing floor tiles, etc.)
- Light bulbs shielded, coated, or otherwise shatter resistant.
- Garbage receptacles are impervious and have covers.
- Poisonous/toxic materials are labeled and stored so they cannot contaminate food, equipment, utensils, and linens.
- Food contact surfaces are clean and in good repair.
- Storage shelving clean and in good repair.
- Equipment & utensils stored inverted.
- Dry storage areas are clean, dry, protected from splash, dust, or other contamination.
- Food is stored at least 6” above the floor.
- Thermometers in all refrigerators and freezers.
- Refrigerators and freezers are clean, and shelving is in good repair.

Bathrooms

- Toilet paper provided.
- Handwash sink provided (note: kitchen handwash sink may not be used after using the restroom).
- Handwash signage provided.
- Soap, paper towels, and a trash bin located at all handwash sinks.

General

- Probe thermometer available.
- Gloves available.
- Ingredients removed from original container are labeled with common name.
- Pets kept out of cook areas; bowls/dishes not present.
- Refrigerators able to maintain foods below 41° F.
- Freezers able to maintain foods at or below 0° F.

Required Certificates/Posters/Documents

- Food Protection Manager and Allergen Awareness certificates available for inspector review.
- List of foods intended to be prepared available for inspector review.
- List of ingredients for each food listed and labeled in order by weight.
- Allergy poster posted in the food preparation area (approved poster: <http://www.mass.gov/eohhs/docs/dph/environmental/foodsafety/food-allergen-2009-poster.pdf>)
- A copy of the vomiting/diarrheal event clean-up plan is available for employees on site.
- Signed copies of Employee Health Care Policy for every active food employee.

Inspection completed by: _____

Notes:
