

## Food Storage

- Chemicals and food are kept separate
- Food is stored at least six inches off the ground in a clean, dry location
- Raw meats or other dripping, uncooked food is not stored above ready-to-eat items
- Food is properly wrapped or containerized to prevent contamination
- All food items are [labeled](#) with name and delivery date
- [Thermometers](#) in freezer and refrigerator are clearly visible and working properly
- Refrigeration temperature is within food safe range (40°F or below)
- Food is used by the FIFO (first in, first out) method

## Food Preparation

- Food is protected from cross-contamination through the use of separate [cutting boards](#), utensils, etc.
- Frozen food is thawed properly
- All cooked food, especially raw meats, poultry and fish, are heated to the safe minimum internal temperature
- A food [thermometer](#) is used to ensure cooked foods are within the safe range

## Staff Personal Hygiene

- Employees wash hands in a designated [handwashing sink](#) using proper [handwashing techniques](#) (at least 20 seconds in 100°F water)
- Employees wash hands after sneezing, coughing, blowing their nose or using the restroom
- Sick employees are sent home
- Cuts and wounds are covered
- Jewelry on hands and arms is limited to plain band rings and watches
- Employees wash hands and/or put on a new pair of [single-use gloves](#) at the start of each new task, such as working with raw food, handling money, switching between stations
- Kitchen employees' hair is covered, including facial hair
- Employees wear closed-toe shoes

## Sanitation

- Small equipment and utensils are cleaned between uses
- Sanitizer is mixed to the recommended concentration in water heated to the correct temperature according to manufacturer's instructions
- All [commercial kitchen equipment](#) and prep surfaces are clean
- Garbage is disposed of promptly and properly

## Pest Prevention

- Visible holes and cracks in walls or under doors are filled or covered
- Shelved food is stored in tight containers
- Floors are clear of crumbs or spillage overnight
- Garbage bins are cleaned regularly
- Outside trash receptacles have tight-fitting lids
- Dumpsters, debris and rodent-sheltering shrubbery are away from all doorways
- Non-poisonous traps are set inside