



Summary Checklist to Prepare for Preoperational Inspection (Operator's List)

MENU

- Menu has been reviewed by the Health Department before the preoperational inspection

FACILITY

- Make sure all walls in food prep and ware washing areas are easily cleanable
- Thoroughly clean all floors, walls, and windows
- Replace any missing floor or ceiling tiles and eliminate ALL carpet in the food prep areas
- Provide an area for chemical storage to prevent contamination of food, equipment, linens, utensils, and single service articles.
- Be sure there is adequate dry storage space (storage under wastewater pipes prohibited)
- Make sure all lights are properly shielded or shatter proof
- All entrance/exit doors and restroom doors must have self-closing devices
- Ensure all holes, cracks, and gaps are sealed from the outside
- Eliminate all unsealed wood in the facility or else cover with heavy-duty semi gloss paint of white/light-colored finish
- If necessary, identify certified pest control operator (permits may not be issued if a pest problem exists in the facility)
- Appropriate non smoking signs, hand washing signs, choking posters and any other necessary signage must be posted prior to opening inspection
- Have a designated area for employees to eat, drink and store personal items to prevent contamination of food, equipment, linens, utensils, and single service articles.
- Restrooms for females must have a covered waste receptacle in them, if restroom is unisex, a covered waste receptacle must be provided

EQUIPMENT

- Vegetable sink or food preparation sink installed (if applicable)
- Mop Sink installed
- Hand washing sink/s installed conveniently and in all food preparation areas
- Three compartment sink installed properly
- Confirm that the following types of equipment (if applicable) are installed with the approved indirect connections (air gaps) to sewerage/floor drains:
 - All food prep sinks
 - Three compartment dish sink
 - Four compartment dish sink
 - Ice machine
 - Ware washing machine



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EQUIPMENT CONTINUED

- Ensure there is an adequate area to air dry dishes
- Obtain NSF approved food safe grade containers with tight fitting lids for storage in all coolers and dry storage areas
- Sanitizer test strips are available for sanitizer buckets and three compartment sink. If using bleach, chlorine test strips. If using QAC, QAC test strips. Ensure employees know how to properly use them!
- Eliminate or repair any non-functioning equipment before opening inspection
- All refrigeration units must have a working thermometer located in the warmest part of the coolers and should read at 41° Fahrenheit or below
- All shelving must be sealed, easily cleanable, and non absorbent as well as 6 inches or more above the floor (all food and clean dish storage)
- Make sure that all gaskets on refrigerators and freezers are clean, attached securely to the frame of the doors, and in good repair
- Appropriate and calibrated food thermometer on site for menu items e.g. thin probe for meat patties
- Choose a chemical sanitizer and/or soap for the manual ware washing procedure, the dish machine, and all wiping cloth buckets
- If using a high temperature ware washing machine, be sure the rinse cycle temperature reaches 180° Fahrenheit for proper sanitation

HANDWASHING

- Provide paper towels and soap at all hand washing sinks
- Make sure to have proper hand washing signs posted at all hand washing sinks, including the restrooms
- Trash cans must be available at all hand washing stations
- Must provide hot water at 100° Fahrenheit to all hand sinks for proper hand washing

POLICIES AND PROCEDURES

- Have a procedure in place for washing and sanitizing larger equipment that can't fit in the three compartment sink or mechanical ware washing machine
- Procedures and policies must be in place for properly reheating, cooling, and using time as a control (if applicable) for potentially hazardous food items
- Make sure all employees cooking and handling food know how to properly calibrate the thermometer and take the temperatures on different types of food items
- Make sure to have an employee health policy in place and be sure all employees abide by and understand it



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TRAINING

- At least one person involved in the daily operation of the facility needs to be registered for a Certified Food Safety Manager's (CFSM) Training Course before the opening inspection and class must be completed within 90 days of opening inspection
- Be able to demonstrate proper knowledge and/or have CFSM in place (see page 10 of the food code)
- Identify and properly train a person in charge (PIC) for the facility if/when the CFSM is not at the establishment

WATER DISPOSAL & SEWAGE SUPPLY

- Make sure all hot water is working at each sink
- Grease trap installed and approved to meet construction code requirements. Grease trap must be cleaned prior to opening. Grease trap must be cleaned and maintained according to use (how much oil you use) (about every 2-4 weeks). Make a maintenance log for cleanings and post in a visible area next to grease trap. Keep receipts if professionally cleaned.

MISCELLANIOUS

- You must obtain your Certificate of Occupancy (CO) from the Construction Code Dept. in order to open.
- Outside garbage receptacles should be on a nonabsorbent material, such as concrete or asphalt, slanted, have a drain plug and tight fitting lids to be closed at all times
- Familiarize yourself with zones for garbage and recycling pick-up (obtain from DPW). If your business is on Kearny Ave, pick-up is everyday. You can not place garbage out before 6pm.

***PLEASE BE ADVISED THIS IS NOT A COMPREHENSIVE LIST OF REQUIREMENTS TO OPEN A RESTAURANT. THIS SUMMARY CHECKLIST SERVES AS A TOOL TO EXPEDITE OPENING YOUR FACILITY.**

***IF YOU ARE NOT ABLE TO CHECK ALL BOXES OFF THIS LIST, YOU ARE NOT READY FOR YOUR OPENING INSPECTION.**