



DEPARTMENT OF ENVIRONMENTAL HEALTH

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Pre-Opening Inspection Checklist

The following checklist outlines the **primary items** that will be assessed during your pre-opening inspection.

This list is not comprehensive, and additional requirements may apply based on your specific operation or site conditions.

1. Documentation & Certifications

- At least one employee is a Certified Food Protection Manager, certificate must be available on-site.
- All other employees have valid Food Handler Cards.
- If the water supply is from a private source (e.g., a domestic well), a current water quality sample must be submitted
- An up-to-date inspection of the fire suppression system, verified by the fire marshal, is required (if applicable)

2. Temperature Control (Demonstration Required)

- Cold food is held at 41°F or below and hot food is held at 135°F or above.
- Refrigeration and freezer units are operational and maintain required temperatures with thermometer in each unit
- Hot/cold holding units are operational and capable of maintaining appropriate food temperatures.
- Accurate probe thermometer (calibrated, metal stem, 0–220°F) is available on-site.
- All equipment must be ANSI/NSF certified or equivalent to commercial food-grade quality.

3. Warewashing Facilities

- A properly plumbed three-compartment sink is installed and functional with hot and cold water, and correct sanitizer setup (e.g., chlorine at 100 ppm or quaternary ammonium at 200 ppm).
- If a mechanical warewasher is used, it must be fully operational, with sanitizer concentration and test strips.
- All sinks (warewashing and prep) must have backflow prevention (air gaps or vacuum breakers) where applicable.

4. Handwashing Stations

- Handwashing sinks are fully accessible and unobstructed.
- Each station has a wall-mounted soap dispenser, paper towel dispenser, signage (“Employees must wash hands”), and hot water on demand ($\geq 100^\circ\text{F}$).

5. Restrooms

- Restrooms are clean, functional, and accessible to employees.
- Proper signage: “Employees must wash hands before returning to work.”
- Hot water available at the handwashing sink ($\geq 100^\circ\text{F}$).
- Wall-mounted soap, paper towel, and toilet paper dispensers in place.
- Mechanical exhaust fan or operable window.
- Self-closing door in working order.

6. Facility & Structural Requirements

- Floors, walls, and ceilings are smooth, non-absorbent, durable, and easily cleanable.
- All lighting is shielded or shatterproof where food is stored or prepared.
- Adequate ventilation is provided for cooking equipment.

7. Sanitization & Testing

- Approved sanitizer (chlorine, quaternary ammonium, etc.) is available and properly labeled.
- Test strips for checking sanitizer concentrations are available and in good condition.
- Spray bottles or containers used for sanitizer are available and labeled correctly.

8. Additional Requirements

- No food stored on the floor – all food and supplies must be stored at least 6 inches off the ground on approved shelf.
- Grease trap/interceptor installed if required and accessible for maintenance.