



**Public Health**  
Prevent. Promote. Protect.

# Knox County Health Department

1361 West Fremont Street • Galesburg, Illinois 61401

## FOOD SERVICE SELF-INSPECTION FORM

The Knox County Health Department recommends that you review the following practices on a daily basis to ensure safe food handling practices.

**Remember: You are responsible for serving safe food to the public.**

### Personal Hygiene

Are employees eating, drinking, or smoking away from food preparation areas?  YES

NO

Are food handlers washing hands routinely (when changing tasks, after handling money/raw meats/garbage, after returning from the restroom)?  YES

NO

Are employees with illnesses, cuts, and infections restricted from handling food and utensils?  YES

NO

Are food workers using single-use gloves, deli tissues, or utensils when handling ready-to-eat foods?  YES

NO

### Refrigerator Storage

Are accurate thermometers available in every refrigerator (Conspicuously placed)?  YES

NO

Are raw meats/chicken/fish/eggs stored below other foods?  YES

NO

Is food stored in a protected manner (i.e. covers on food unless cooling)?  YES

NO

Are refrigerated foods kept at 41 °F or below?  YES

NO

### Food Preparation

Are potentially hazardous foods properly thawed? (e.g. in running water at 70°F or below, from freezer to fridge, or in microwave as part of cooking process)  YES

NO

Are food preparation sinks cleaned and sanitized before use?  YES

NO

Are separate cutting boards used for raw meats vs. other foods?  YES

NO

Are potentially hazardous foods reheated rapidly (within 2 hrs.) to 165°F?  YES

NO

Are wiping cloths stored in clean sanitizing solution between uses?  YES

NO

Is a metal-stemmed food probe thermometer provided and used?  YES

NO

Are metal-stem thermometers calibrated daily (to 32°F in ice water)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are potentially hazardous cold foods held at 41°F or below?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are potentially hazardous hot foods held at 135°F and above?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are potentially hazardous foods cooled rapidly within 2 hours from 135°F to 70°F and then from 70°F to 41°F in 4 hours or less (using shallow 2" pans under refrigeration or using an ice bath/ice wand method)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are meats, poultry, fish, and eggs cooked to correct minimum temperatures?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Utensil Washing**

Are food contact surfaces cleaned and sanitized after each use?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are dishwashing sinks cleaned and sanitized before use?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the 3-compartment sink operated as follows, (Scrape→Wash→Rinse→Sanitize→Air Dry) ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are test kits provided to employees and used for monitoring the sanitizing concentration? (50-100 ppm chlorine; 100-200 ppm quaternary ammonium; Iodine; other)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your hot water sanitizing machine have a final rinse of 180°F?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your chemical sanitizing machine provide at least 50 ppm chlorine?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all utensils, pans, cutting boards, etc. in good condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Dry Storage**

Is all food at least 6" off the floor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are food storage shelves clean and in good repair?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is food stored separately from personal items and cleaning and maintenance supplies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are opened dry goods stored in sealed labeled containers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there evidence of pests (e.g. mice/cockroaches)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Facility, General**

Is all equipment regularly and thoroughly cleaned? YES  
NO

Is plumbing in the restaurant working properly (hot and cold water)? YES  
NO

In addition to plumbing fixtures, are there any leaky faucets, joints, or nozzles, etc.? YES  
NO

Are all hand sinks clear/accessible and equipped with soap and paper towels? YES  
NO

Are restrooms clean and equipped with toilet paper, etc.? YES  
NO

Are all lights in the food prep areas shielded? YES  
NO

Are toxic chemicals labeled and stored separately from food and utensils? YES  
NO

Is the facility clean and in good repair (floors, walls, ceilings)? YES  
NO

Are the hood system and other ventilation clean? YES  
NO

**Manager & Employee Certificates**

Is there an adequate amount of certified Food Service Sanitation Managers (employed and/or currently 'clocked in' during food preparation) required by code? YES  
NO

Are all employees who have Food Service Sanitation Manager Certificates up to date and not expired? YES  
NO

Do all employees who handle food have a Food Handler Certificate available during an inspection? Please keep records available during inspection. YES  
NO

We encourage you to print copies from our website: [www.knoxcountyhealth.org](http://www.knoxcountyhealth.org)  
This form can be found on our Food Safety page!

\_\_\_\_\_   
Date

\_\_\_\_\_   
Name of Person Completing Form