



**FOOD
SAFETY
FOCUS**

Daily Inspection Sheet

DATE: ____/____/____

Name	Title	Time

Cooking and Reheating Inspection				
Time	Food Item	Cooking or Reheating?	Temp	Corrective Action

Cold Holding Temperature Inspection				
Time	Unit (freezer, cooler, make table)	Temp	Food Item	Corrective action

Hot Holding Temperature Inspection				
Time	Unit (buffet, warming rack, make table)	Temp	Food Item	Corrective action

Thermometer Calibration			
Time	Thermometer Type	Temp	Corrective Action



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Handwashing and Employee Hygiene			
Doesn't show any symptoms of being sick or ill			
Time	Acceptable (Y or N)	Notes	Corrective Action
Uniform conforms to company policy			
Time	Acceptable (Y or N)	Notes	Corrective Action
Employees are washing hands at appropriate times			
Time	Acceptable (Y or N)	Notes	Corrective Action
Not eating, drinking, or smoking in prep areas			
Time	Acceptable (Y or N)	Notes	Corrective Action
While drinking a beverage, using a lid and straw			
Time	Acceptable (Y or N)	Notes	Corrective Action

Handwashing Station			
Hot Water is Working Properly			
Time	Acceptable (Y or N)	Notes	Corrective Action
Company approved soap is being used and soap dispenser is adequately filled			



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Time	Acceptable (Y or N)	Notes	Corrective Action
Ensure there are paper towels are stocked or the hand dryer is correctly			
Time	Acceptable (Y or N)	Notes	Corrective Action
Ensure the handwashing signage is present and clearly visible			
Time	Acceptable (Y or N)	Notes	Corrective Action

Food Equipment, Cleaning, and Maintenance			
Proper cooling steps are being followed for hot foods			
Time	Acceptable (Y or N)	Notes	Corrective Action
Food thermometers are available for use			
Time	Acceptable (Y or N)	Notes	Corrective Action
Refrigerator units, freezers, walk-in and prep cooler are clean and food stored correctly			
Time	Acceptable (Y or N)	Notes	Corrective Action
Ensure cutting boards, utensils, can openers, etc... are washed and sanitized			
Time	Acceptable (Y or N)	Notes	Corrective Action
Clean-in-place equipment is cleaned			
Time	Acceptable (Y or N)	Notes	Corrective Action
Clean and sanitize counters/food-contact surfaces			
Time	Acceptable (Y or N)	Notes	Corrective Action
Sanitizer buckets/rags are being replaced per company policy			



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Time	Acceptable (Y or N)	Notes	Corrective Action
Inspect general cleanliness of the unit (sweep and mop floors, take out trash, etc....)			
Time	Acceptable (Y or N)	Notes	Corrective Action
Customer and employee restrooms are cleaned			
Time	Acceptable (Y or N)	Notes	Corrective Action
Ensure chemicals are labeled and stored in approved locations			
Time	Acceptable (Y or N)	Notes	Corrective Action

For additional food safety tools and resources, visit www.FoodSafetyFocus.com. Questions? Email us at foodsafety@restaurant.org.