

PRE-INSPECTION CHECKLIST

Recommended steps that each establishment take to be ready for your first inspection under the updated code



NEW REQUIREMENTS OF UPDATED FOOD CODE

Please refer to green Handout that summarizes the major changes to the Retail Food Code (FC) 105 CMR 590. Below are some items we would like you to focus on addressing immediately.

- ☐ **FC 2-103.11 Person in Charge.** Please refer to white Handout.
 - ☐ Inform employees in a verifiable manner of their responsibility to report all diseases that are transmissible through food. Consider using “Food Employee Reporting Agreement” (gold colored Handout) for each employee and maintain copies in orange folder which is verifiable.
 - ☐ Verify that all food deliveries made during non-operating hours are stored safely and at proper temperatures.
- ☐ **FC 2-501.11 Clean-up of Vomiting and Diarrheal Events.** Please refer to white Handout. Every Food Establishment must now have written procedures for responding to and clean-up of vomiting and diarrheal events. The written procedures and kit will be reviewed by Food Inspector during inspections.
- ☐ **FC 3-304.14 Wiping Cloths, Use Limitation.** Please refer to white Handout. Make sure staff is trained and knowledgeable of storage of wiping cloths and procedures for testing concentration of chemical sanitizer solution.
- ☐ **FC 3-501.17 Date Marking.** Ready-to-Eat Time/Temperature Control for Safety Foods held for more than 24 hours shall be clearly marked to indicate the date or day by which the FOOD shall be consumed on the PREMISES, sold or discarded when held at a temperature of 41°F or less for a maximum of 7 days. Refer to white Handout for full section of Food Code.

Please note that under FC 3-501.18, **the Food Inspector may discard Ready-to-Eat, Time/Temperature Control for Safety Food in a container or package that does not bear a date or day or exceeds temperature and time combination as specified in the code.**

OTHER REMINDERS

- ☐ Thermometers available:
 - ☐ Make sure all temperature holding units (like coolers and refrigerators) have a thermometer located inside the unit closest to the door. This is in addition to any thermometers built into the unit.
 - ☐ Appropriate thermometers (properly calibrated/accurate) to measure food temperatures shall be available.
- ☐ Dishwashers: If you have a dishwasher, you must have a maximum registering thermometer or heat sensitive tape available. Please note that high temp dishwashers must have a final rinse of 180°F and stationary rack, single-temp machines must reach 165°F. Chemical sanitizing machines must have a data plate (which lists temperature, pressure and sanitizing solution requirements) and you must follow manufacturer’s guidelines.
- ☐ Personal Cleanliness/Hygienic Practices:
 - ☐ Food Employees shall keep their fingernails trimmed, filed, and maintained and unless wearing intact gloves, may not wear polish or artificial fingernails when working with exposed food.

- ☐ Food Employees shall have hair restraints except for food employees such as counter staff who only serve beverages and wrapped or packaged food, hostesses, and wait staff if they present minimal risk.
- ☐ Eating, drinking and smoking shall be in designated areas except that a Food Employee may drink from a closed beverage container if the container is handled to prevent contamination in food preparation areas.
- ☐ Except for a plain ring such as a wedding band, while preparing food, Food Employees may not wear jewelry on their arms and hands.
- ☐ Food Employees shall wear clean outer clothing to prevent contamination.
- ☐ **Grease Traps:** Grease Control Logs shall be maintained and available (if applicable) – see yellow colored Log Sheet and white Grease Trap Guideline handout.
- ☐ **Handwashing Sinks and Equipment:** Each handwashing sink must have a sign (see signage section below), hot (at least 100°F) and cold water running water, soap, single-use paper towels and waste bin.
- ☐ **Food from Approved Source:** Be prepared to show recent invoices on foods you have purchased.
- ☐ **Sanitizing Solution Test Strips:** Have all test strips available for any sanitizing solutions.
- ☐ **Approved Water Supply:** If your Food Establishment is not connected to town water, you must provide a Public Water Supply (PWS) ID.
- ☐ **No Bare Hand Contact with Ready-to-Eat (RTE) Foods:** The regulations prohibit all bare hand contact with RTE foods. Deli tissues, gloves, tongs, and spatulas are good alternatives to using bare hands. Make sure staff is trained and gloves, etc. are available.
- ☐ **Choke Saver Certification:** Each restaurant, having a seating capacity of twenty-five persons or more must have a person certified in choke saving on premises when food is being served. Please have certificate(s) available.

SIGNAGE

- ☐ **Last Inspection Report:** Food Establishments must post a conspicuous sign which tells customers that “a copy of last inspection report is available upon request”.
- ☐ **Allergen Awareness Poster:** A poster shall be prominently placed in employee work areas regarding Allergen Awareness. For more information visit: <https://www.uxbridge-ma.gov/board-health/pages/allergy-awareness-requirements>
- ☐ **Allergen Notice:** Notice shall be placed on menus and menu boards which reads "before placing your order, please inform your server if a person in your party has a food allergy".
- ☐ **Food Permit:** Your Town of Uxbridge Food Establishment Permit shall be prominently posted.
- ☐ **Certified Food Protection Manager:** Documentation that at least one person in charge has demonstrated knowledge of food safety as specified in FC 2-101.11(A) shall be prominently posted in the establishment next to the food establishment permit. Such documentation shall be removed when the individual(s) is no longer employed on-site by the establishment.
- ☐ **Allergy Awareness Certification:** A certificate of Food Allergy Awareness Training by the Certified Food Protection Manager shall be posted on site.
- ☐ **Handwashing Signage:** Handwashing signage in accordance with FC 6-301.14. A sign or poster that notifies Food Employees to wash their hands shall be provided at all handwashing sinks used by Food Employees and shall be clearly visible to Food Employees.
- ☐ **Consumer Advisory:** When an establishment serves or sells raw or undercooked animal foods as ready-to-eat foods, the consumers must be advised that eating such foods increases their risk of a foodborne illness. The raw or undercooked food or ingredient must be clearly identified to the consumer, and the consumer must also be reminded about the increased risk of illness due to eating undercooked or raw animal foods. The reminder can be written on the menu, on a table tent, on a placard, put in a brochure, or by any other effective written means. Reminder statement: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.”