

Restaurant Self-Inspection Checklist

An essential part of risk control is recognizing and then removing or correcting hazards before a loss can occur. This checklist should serve as a tool to help identify those areas needing attention. A "No" response to any question indicates corrective action is necessary. This survey form should be completed monthly by top management to detect and correct hazards.

Kitchen and Food Operations

	Yes	No
1. Kitchen waste materials stored in metal containers with tight-fitting lids kept in designated areas and removed by carts to compactor or dumpster.	<input type="checkbox"/>	<input type="checkbox"/>
2. Chairs and tables free of pinch points, sharp and rough edges.	<input type="checkbox"/>	<input type="checkbox"/>
3. Operable automatic wet-chemical extinguishing system in hood and duct above ranges, grills and fat fryers.	<input type="checkbox"/>	<input type="checkbox"/>
4. System's manual pull switches away from cooking equipment.	<input type="checkbox"/>	<input type="checkbox"/>
5. Extinguishing system(s) has semi-annual service contract with qualified firm.	<input type="checkbox"/>	<input type="checkbox"/>
6. Fuel supply for cooking equipment has automatic shut-off valve when extinguishing system activates	<input type="checkbox"/>	<input type="checkbox"/>
7. Deep-fat fryer units controlled and provided with high-temperature shut-offs; overflow gutters provided	<input type="checkbox"/>	<input type="checkbox"/>
8. Filters in exhaust system(s) cleaned daily.	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhaust system(s) cleaned by qualified service contractor at one of the following frequencies:		
a. Monthly – Systems covering solid fuel cooking operations.	<input type="checkbox"/>	<input type="checkbox"/>
b. Quarterly – Systems covering high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking operations.	<input type="checkbox"/>	<input type="checkbox"/>
c. Semi-Annually – Systems covering moderate-volume cooking operations.	<input type="checkbox"/>	<input type="checkbox"/>
d. Annually – Systems covering low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers.	<input type="checkbox"/>	<input type="checkbox"/>
10. Cooking equipment and exhaust system hoods and ducts away from any combustible material.	<input type="checkbox"/>	<input type="checkbox"/>
11. Vapor-proof electric lights and conduit wiring provided for electrical equipment located in exhaust-system hood.	<input type="checkbox"/>	<input type="checkbox"/>
12. Floors adjacent to deep-fat fryers dry and free of grease.	<input type="checkbox"/>	<input type="checkbox"/>
13. Floors adjacent to soft-drink syrup tanks cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>
14. Floors behind sink mopped and dry.	<input type="checkbox"/>	<input type="checkbox"/>
15. Knives placed in sheaths when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
16. Proper guards in place and used with meat-slicing machines.	<input type="checkbox"/>	<input type="checkbox"/>
17. Wooden push stick used when operating grinding machines.	<input type="checkbox"/>	<input type="checkbox"/>

Food Handling Practices

	Yes	No
1. Food, in pans or containers, kept off the floor.	<input type="checkbox"/>	<input type="checkbox"/>
2. Perishable or potentially hazardous foods properly stored and not held at room temperature.	<input type="checkbox"/>	<input type="checkbox"/>
3. Fruits and vegetables thoroughly washed prior to preparation and serving.	<input type="checkbox"/>	<input type="checkbox"/>
4. Food warmers and steam tables used to heat prepared foods, holding temperature monitored.	<input type="checkbox"/>	<input type="checkbox"/>
5. Frozen foods properly thawed under refrigeration or under cold running water or cooked directly from frozen state.	<input type="checkbox"/>	<input type="checkbox"/>
6. Cutting boards washed and sanitized whenever the use switches between raw food and cooked or ready-to-serve food.	<input type="checkbox"/>	<input type="checkbox"/>

Food Handling Practices (continued)

	Yes	No
7. Utensils, not hands, used to pick up rolls, bread, butter, pats, ice or other food to be served.	<input type="checkbox"/>	<input type="checkbox"/>
8. Employees wash hands after wiping tables and busing soiled dishes, before handling place-settings and serving food.	<input type="checkbox"/>	<input type="checkbox"/>
9. Food servers careful to not touch food-contact surfaces of plates, tumblers, cups and silverware when setting table or serving customer.	<input type="checkbox"/>	<input type="checkbox"/>

Fire Protection and Prevention

	Yes	No
1. Fire Extinguishers		
a. Fire Extinguishers of proper type(s), adequate in number, charged and tagged to show last service date.	<input type="checkbox"/>	<input type="checkbox"/>
b. Fire extinguishers properly wall-mounted, located appropriately for hazard involved, identified and accessible.	<input type="checkbox"/>	<input type="checkbox"/>
c. Employees trained in proper use of extinguishers and manual operation of dry or wet chemical system protecting cooking equipment.	<input type="checkbox"/>	<input type="checkbox"/>
2. Sprinklers		
a. System control valves secured in open position.	<input type="checkbox"/>	<input type="checkbox"/>
b. Minimum of 18" clearance between stock storage and sprinkler heads.	<input type="checkbox"/>	<input type="checkbox"/>
c. Clear space of 3' around system's main control valve.	<input type="checkbox"/>	<input type="checkbox"/>
d. Water pressure indicated on system's lower gauge.	<input type="checkbox"/>	<input type="checkbox"/>
e. System(s) periodically tested and maintained; written record kept on premises.	<input type="checkbox"/>	<input type="checkbox"/>
f. System's local electric or water-motor alarm bell operable and audible.		
g. System's alarms monitored offsite at a constantly attended location (i.e. Fire Department or Alarm Central Station), and operable.	<input type="checkbox"/>	<input type="checkbox"/>
3. General Fire Safety		
a. Employees instructed in evacuation procedures for both customers and employees; trained not to show undue alarm and to avoid panic.	<input type="checkbox"/>	<input type="checkbox"/>

For more information, visit our Web site at travelers.com/riskcontrol, contact your Risk Control consultant or email Ask-Risk-Control@travelers.com.



The Travelers Indemnity Company
and its property casualty affiliates
One Tower Square
Hartford, CT 06183

.....

The information provided in this document is intended for use as a guideline and is not intended as, nor does it constitute, legal or professional advice. Travelers does not warrant that adherence to, or compliance with, any recommendations, best practices, checklists, or guidelines will result in a particular outcome. In no event will Travelers or any of its subsidiaries or affiliates be liable in tort or in contract to anyone who has access to or uses this information. Travelers does not warrant that the information in this document constitutes a complete and finite list of each and every item or procedure related to the topics or issues referenced herein. Furthermore, federal, state or local laws, regulations, standards or codes may change from time to time and the reader should always refer to the most current requirements. This material does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued by Travelers, nor is it a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law.