

## Sanitation Checklist

Health and sanitation issues are an important and often over looked part of the restaurant business. Having key members of your staff certified in food safety is now the law. It is important to keep and maintain a clean and healthy work place, not only for your employees but, the customer as well. Contact your KFS representative with any questions you may have concerning labor or staffing.

*Below is a list of tips and suggestions that may be helpful when creating your sanitation checklist.*

### Building Condition

1. Make sure all painted ceilings and walls are not cracked or pieces are "hanging" where they become a problem for staff or customer.
2. Make sure all floors and carpets are properly secured, and are not a threat for a tripping or falling accident. Check and make sure all drain covers are properly secured.
3. Have ventilation system checked on a regular basis. Have kitchen hood system checked on a regular basis. The hood systems should be cleaned on a regular basis by a professional cleaning business.
4. Make sure that restaurant has adequate lighting inside and out.

### Food Handling Procedures

1. Make sure all food handlers are washing hands with soap and hot water (post sign) before and returning to work, after each visit to bathroom and all times during the day as needed.
2. All employees are to wear and keep on the proper dress code during shift. (hair net, gloves, and aprons).
3. No smoking in food handling areas.
4. Make sure all food prep area's are being kept clean with sanitizing solution. (Especially cutting boards). This helps prevent cross-contamination.
5. Make sure all kitchen utensils are being properly cleaned and stored in proper places.
6. Make sure all proper delivery procedures are being followed.

### Equipment & Dishes

1. Make sure dish machine is operating at the proper temperature.
2. Check all glassware, plates and silverware are being cleaned and stored properly. (It is a good idea to watch the procedures of the dish room from time to time).
3. Make sure all equipment is being "broke down" and cleaned properly at night. The use of a checklist is a good idea for this task.
4. Always make sure there is sanitation solution with cleaning towels at each station in the kitchen and prep areas.
5. When possible always let dishes air dry.
6. Make sure all ice bin scoops and buckets are being properly stored.

### Restrooms

Make sure all floors, walls, stalls and mirrors are wiped cleaned.

Check and make sure all toiletries have been stocked.

Remember to put out the "wet floor" sign after any floor has been mopped. Leave sign there until floor has completely dried.

Having a checklist for restroom cleaning procedures (checked every hour) is a great way to make sure restrooms are kept spotless. Customers relate the neatness of your restrooms to the neatness of your kitchen!

### Garbage and Vermin

1. Always check for active signs of rodents, if you find signs call a professional to help you get quick control of any future problems.
2. Make sure that there are sufficient garbage containers, and they have the proper and tight lids.
3. Make sure the area around the garbage container is kept cleaned at all times.

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