A vital part of loss control is the recognition and removal or correction of unsafe activities or conditions before a loss occurs. This checklist provides you with a tool to identify some areas that might need attention. A “NO” response to any question indicates corrective action may be necessary. This survey form should be completed at least quarterly, and reviewed by the various levels of management to assure that unsafe acts/conditions are corrected and follow-ups are scheduled to see if the correction(s) accomplishes its purpose. Additional measures may be required beyond those identified by this checklist.

Restaurant and Food Operations:
1) Kitchen waste materials stored in metal containers with tight-fitting lids, kept in designated areas and removed by carts to compactor or dumpster? ☐ ☐ ☐
2) Operable automatic dry-chemical extinguishing system in hood and duct above ranges, grills and fat fryers? ☐ ☐ ☐
3) Extinguishing heads capped to prevent a cooking buildup? ☐ ☐ ☐
4) Extinguishing system’s manual pull switches located away from cooking equipment? ☐ ☐ ☐
5) Extinguishing system(s) has a semi-annual service contract with qualified firm? ☐ ☐ ☐
6) Fuel supply for cooking equipment has an automatic shut-off valve when extinguishing system activates? ☐ ☐ ☐
7) Deep-fat fryer units controlled and provided with high-temperature shut-offs; overflow gutters provided? ☐ ☐ ☐
8) Filters in exhaust system(s) cleaned at least daily? ☐ ☐ ☐
9) Exhaust system(s) cleaned at least quarterly by qualified service contractor? ☐ ☐ ☐
10) Floors adjacent to deep-fat fryers dry and free of grease? ☐ ☐ ☐
11) Floors adjacent to soft-drink syrup tanks cleaned regularly? ☐ ☐ ☐
12) Floors around sink mopped dry? ☐ ☐ ☐
13) Knives placed in sheaths when not in use? ☐ ☐ ☐
14) Proper guards in place and used with meat-slicing machines? ☐ ☐ ☐

Food Handling Practices:
1) Perishable or potentially hazardous foods properly stored and held at the correct temperature? ☐ ☐ ☐
2) Cutting boards washed and sanitized whenever the use switches between raw food and cooked or ready-to-serve food? ☐ ☐ ☐
3) Employees wash hands after wiping tables and busing soiled dishes, before handling place-settings and serving food? ☐ ☐ ☐

Fire Protection and Prevention:
Fire Extinguishers
1) Proper number and type(s) of fire extinguishers, charged and tagged to show last service date? ☐ ☐ ☐
2) Fire extinguishers properly wall-mounted, identified and adequately accessible for hazard involved? ☐ ☐ ☐
3) Employees trained in proper use of extinguishers and manual operation of dry-chemical system protecting cooking equipment? ☐ ☐ ☐
Sprinklers

4) Sprinkler system control valves secured in open position? .................................................. ☐ ☐ ☐
5) Minimum of 18 inches clearance between stock storage and sprinkler heads? ......................... ☐ ☐ ☐
6) Clear space of three feet around sprinkler system’s main control valve? ................................. ☐ ☐ ☐
7) Water pressure indicated on sprinkler system’s lower gage? .................................................. ☐ ☐ ☐
8) Sprinkler system(s) periodically tested and maintained; written records kept on premises? ....... ☐ ☐ ☐

General Fire Safety

9) Employees instructed in evacuation procedures for both customers and employees? .................. ☐ ☐ ☐
10) Instructions prominently posted for reporting fire and calling Fire Department? ...................... ☐ ☐ ☐
11) Flammable and combustible liquids (paints, solvents, etc.) stored in metal safety cabinets or off premises? ☐ ☐ ☐
12) Storage of combustibles not permitted within 30 feet of boilers, furnaces or other heat source? .......................... ☐ ☐ ☐

Electrical Equipment:

1) All electrical equipment properly grounded, portable electrical equipment and extension cords have a ground prong? ................................................................. ☐ ☐ ☐
2) Breaker switches properly marked? .............................................................................................. ☐ ☐ ☐
3) Electrical panel boxes have doors closed, clear area of 30 inches in front of boxes? ........................... ☐ ☐ ☐
4) Switches, switch boxes, outlets and wiring inspected periodically and deficiencies corrected? ........... ☐ ☐ ☐

Storage Areas:

1) Stock properly and securely stacked; stored on racks, shelves or pallets? ..................................... ☐ ☐ ☐
2) Good housekeeping maintained, aisles clear, storage room orderly, floors free of debris, storage has proper clearances from hot-water heater and sprinklers? ......................................................... ☐ ☐ ☐
3) Shelving and racks in good repair and secured to avoid tipping? .................................................. ☐ ☐ ☐

Cold-storage and Refrigeration Equipment

1) Refrigeration and air-conditioning compressors clean, well ventilated, kept clear of combustibles? ....... ☐ ☐ ☐
2) Walk-in cooler and freezer doors provided with operable interior-release mechanisms, alarm system, and axe? ........................................................................................................... ☐ ☐ ☐
3) When restocking, new stock placed at rear and old stock moved up front for use first? .................. ☐ ☐ ☐
4) Recommended holding times for food followed? .............................................................................. ☐ ☐ ☐

Floors and Walking Surfaces

1) Floor free from food spillage, silverware, broken glassware, loose mats, torn carpets or other hazards? ... ☐ ☐ ☐
2) Portable signs indicate wet-mopped floors or temporary hazards? .............................................. ☐ ☐ ☐
3) Stair treads equipped with abrasive strips or other nonskid surface? .............................................. ☐ ☐ ☐
4) Outdoor walkways checked frequently for, tripping hazards; repairs made promptly? ..................... ☐ ☐ ☐
5) Indoor-outdoor carpeting or other type of mat provided at entrance doors in inclement weather? .......... ☐ ☐ ☐
6) Changes in interior elevations properly illuminated? ............................................................................ ☐ ☐ ☐

Exits

1) Exits properly marked, illuminated and unobstructed; doors kept unlocked during hours of operation or equipped with panic bars? ......................................................................................... ☐ ☐ ☐
2) Non-exit doors (to rest room area, kitchen, closets, etc.) identified properly? ................................. ☐ ☐ ☐
3) Secure handrails on all stairs and steps? ............................................................................................ ☐ ☐ ☐

Exterior Areas

1) Paths and parking lot well illuminated? ............................................................................................. ☐ ☐ ☐
2) Steps, ramps, grounds, parking lot in good repair, free of holes or obstruction, well illuminated? ........... ☐ ☐ ☐
3) Snow and ice promptly removed from parking lot and all walkway surfaces, when necessary? .......... ☐ ☐ ☐
4) Car stops (bumper strips) painted contrasting colors so they are clearly visible? ......................... ☐ ☐ ☐
General Safe Practices

1) Pest control services performed by a licensed, independent extermination contractor? Are substances used approved for use in food establishments? ☐ ☐ ☐
2) Heimlich Maneuver posters in plain view; employees trained, where required by law? ☐ ☐ ☐
3) Fully equipped first-aid kit available at all times; at least one employee on each shift trained in its use? ☐ ☐ ☐
4) Certificates of insurance required from all servicing contractors and suppliers? ☐ ☐ ☐
5) Emergency telephone numbers for police and emergency medical services prominently posted? ☐ ☐ ☐
6) Dishes and utensils taken out of service and discarded when chipped, cracked or broken? ☐ ☐ ☐

Crime

1) Cash registers emptied and left open during non-operating hours? ☐ ☐ ☐
2) Cash drawers skimmed frequently to reduce the cash in each drawer? ☐ ☐ ☐
3) Bank deposits made at least twice daily with varying times and routes? ☐ ☐ ☐
4) Combination to safe changed after turnover of money-handling personnel? ☐ ☐ ☐
5) Back door equipped with a panic lock so it can be kept locked at all times, equipped with hinge pins? ☐ ☐ ☐
6) Cash register tallies checked against deposits daily; other checks used to detect employee dishonesty? ☐ ☐ ☐

Comments:

Describe specific conditions to be corrected:

This checklist is intended only as a reminder and is offered solely as a guide to assist management in its responsibility to provide a safer environment. This checklist is not intended to cover all possible hazardous conditions or unsafe acts that may exist. Other unsafe acts or hazardous conditions should also be noted and corrective action taken.

Inspected by: ____________________________  Corrections initiated by: ____________________________

Date: ____________________________  Date: ____________________________
Unsafe Conditions Report

This form is designed for use by every level of management and employees. Management can utilize the form during formal inspections of the restaurant to identify problem areas which need immediate attention. Employees are encouraged to use this form to report unsafe conditions to management.

Date: ____________________________ Time: ____________________________

Location / area

Hazard / problem:

Submitted by: ____________________________ Phone: ____________________________

Address: ____________________________

For Managerial Use Only

Repair / correction necessary:

☐ Permanent ☐ Temporary

Reviewed by: ____________________________ Date: ____________________________

Fill out and Return to Reporting Party

Date condition inspected: ____________________________

Date work to start: ____________________________

Date work to be completed: ____________________________

No action taken: ____________________________

Reviewed by: ____________________________ Date: ____________________________