



# Food Establishment Pre-opening Checklist

*Oregon Department of Agriculture* Food Safety Program

The purpose of this document is to assist food establishment operators prepare for the pre-opening inspection. Pre-opening inspections examine whether the operator has followed the approved plan submitted to and approved by ODA. The inspector will verify that the facility meets the minimum standards of OAR 603-025-0030 and 603-025-0010. Please consider reviewing this form prior to scheduling an inspection with your Food Safety inspector.

## Hand-washing Facilities

- Hot water (minimum of 100°F) and cold running water
- Metered faucets set for a minimum of 15 seconds (if applicable)
- Hand cleansers (soap), hand drying (paper towels), waste cans provided
- Covered waste receptacles available in unisex and women's restrooms
- Toilet room doors are self-closing
- Splash shields or adequate space present between hand washing and areas where exposed linens, food, and utensils may be present, etc.

## Warewashing Facilities (Mechanical or Manual)

- Procedure in place for equipment that does not fit in three compartment sink or dishwasher
- Adequate space for air drying food equipment provided
- Appropriate test strips for sanitizer provided

### Mechanical Warewashing (if applicable)

- Mechanical warewashing machines have data plates with operating specifications
- Machine demonstrates minimum operating specifications for pressure and temperature

### Manual Warewashing (if applicable)

- Procedure in place for manual cleaning and sanitizing of food equipment
- Hot water (minimum 110°F) provided at warewashing sink

## Cold and Hot Units

- All refrigeration is holding at or below 41°F and hot units are holding at a minimum 135°F
- Each unit have a working ambient thermometer and properly located
- Adequate cooling and hot holding capacity and storage space provided (if applicable)

## Miscellaneous

- Designated chemical storage
- Food preparation sinks are indirectly plumbed (if applicable)
- Conveniently located utility/mop sink
- Backflow/ back-siphonage devices where required
- Designated storage area for recyclables (if applicable)
- Procedure in place for raw and ready to eat food (if applicable)
- Dry product storage is 6 inches off the floor
- Food containers are made of food grade materials
- Employees' storage area for personal belongings
- Floors are sloped to drain in flood-type cleaning areas (if applicable)
- Probe thermometer is provided (thin tip as necessary)
- Floors, walls, and ceilings are smooth and easily cleanable
- Lighting is adequate and properly shielded over exposed food areas
- A copy of the final plumbing approval from the city/county provided

## Insect and Rodent Control

- Outside doors are self-closing and tight fitting
- Screens provided for doors and windows that will be kept open to the outside
- All floor drains under service cases screened and accessible for cleaning
- Insect control devices installed in a way that will prevent food and clean equipment contamination
- Area around the building clear of unnecessary debris and storage
- Outside dumpster durable, cleanable, and pest resistant