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Restaurant Inspection **SURVIVAL KIT**

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IMPORTANT NOTICE ABOUT THESE CHECKLISTS

The checklists and advice in this booklet cover many of the items typically reviewed during health, fire, and insurance inspections. They can be used to help keep your establishment in compliance between inspections. **Health, safety, and fire regulations can vary greatly between local jurisdictions.** Your location may be subject to rules that are different from, less than, or in addition to, the items on these checklists.

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Acknowledgements

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- City of Olympia Fire Department
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- Koorsen Fire & Security
- National Fire Protection Association
- National Restaurant Association
- Seattle - King County Department of Public Health
- Snohomish County Health District
- South Dakota Department of Health
- Tacoma - Pierce County Health Department
- Thurston County Public Health Department
- Washington State Department of Health

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Surviving a restaurant inspection

Foodborne diseases cause an estimated 76 million illnesses in the U.S. each year. While it is difficult to know exactly how many illnesses result from eating restaurant food, the fact remains that more than 70 billion meals per year are purchased in restaurants in the United States and four in 10 Americans eat in restaurants on any given day. Therefore, preventing restaurant-associated foodborne disease is an important task of public health departments.

Of course, health inspections are just the beginning. Add to the list: fire inspections, insurance inspections, safety inspections, electrical inspections, plumbing inspections . . . Is it any wonder that restaurateurs sometimes feel like half their time is spent dealing with inspectors? Interestingly, public perception of health inspections far outpaces reality. While the [Washington Administrative Code](#) requires most restaurants to be inspected twice a year, a study published in the [American Journal of Preventive Medicine](#) showed that more than half of the respondents believed that restaurants were (or should be) inspected at least once a month.

While the prospect of inspections can be nerve-wracking, a little preparation and a program of continuous monitoring will relieve stress and help you achieve a good score.

BEFORE THE INSPECTION

1. **Study the table of health violations in this booklet.** On page 9, you'll find a list of all code violations uncovered by Seattle & King County Public Health from 2006-2018, sorted by frequency. While the list is based on Seattle data, it will give you a good idea of the problems health inspectors typically find when they visit an establishment. The most common violations include:
 - Improper holding temperatures
 - Sinks blocked or improperly supplied
 - Restrooms not fully stocked
 - Warewashing sinks/machines not checked for temperature or properly stocked with sanitizer
 - Inadequate handwashing procedures
2. **Review inspection reports of restaurants in your neighborhood.** Inspectors are usually assigned a particular geographic area, so this may help you determine the most common violations in and around your location. All county health authorities in Puget Sound post restaurant inspections online.
 - [King County restaurant inspections](#)
 - [Pierce County restaurant inspections](#)
 - [Snohomish County restaurant inspections](#)
 - [Thurston County restaurant inspections](#)
 - [Kitsap County restaurant inspections](#)
 - [Mason County restaurant inspections](#)
3. **Self-inspect regularly.** Keep copies of all official inspection reports and use that information to identify areas that might need special attention or warrant additional staff training. Use the self-inspection checklists in this booklet to spot weaknesses and correct them *before* the inspector finds them. Keep signed and dated copies of all self-inspections as these may come in handy when the inspector arrives, if only to demonstrate that food safety is a priority in your establishment.
4. **Keep all inspection records and related documents in one binder.** As a courtesy to the inspector (and to save *everyone's* time), identify the documents the inspector is likely to want to see and keep copies of them in a single binder, preferably filed in reverse chronological order and tabbed for easy reference. These include, but are not necessarily limited to:
 - Copies of Washington Food Worker cards for all employees who handle food
 - Copies of any other food safety certifications your facility has earned (e.g., National Restaurant Association ServSafe)
 - All permits and licenses for your establishment
 - Last four official inspection reports and at least six months of self-inspection reports
 - Pest control reports/receipts
 - Food invoices – shellfish tags
 - Repair receipts
 - Hazard Analysis and Critical Control Point (HACCP) plan (if applicable)
 - Maintenance and temperature logs since at least the last official inspection
 - Fire extinguisher maintenance reports

5. **Make sure your staff is trained in proper hygiene and food-handling procedures.** Start with clear job descriptions that outline exactly what you want your employees to do when it comes to food safety and have them sign a document stating that they fully understand what is expected from them. Just as important, make sure you have *current* copies of food worker cards for **all** employees who handle food.

DURING THE INSPECTION

Inspections are usually held at random, without notice, and can occur at *any* time during your establishment's posted operating hours – including late nights, early mornings, and weekends.

1. **Don't panic.** Be courteous, respectful, and pleasant. If you *look* like you're hiding something, the inspector may well conclude that you are. Make it clear that you understand the importance of the inspection and act like you welcome it (even it comes at an inconvenient time). If the inspector is not known to you, you should politely ask to see his or her credentials. If you're unsure of the credentials, call your local health department for verification. Unscrupulous individuals have been known to try passing themselves off as health inspectors, so train your employees to check identification before allowing anyone to enter the back of the house.
2. **Quietly and subtly let your kitchen staff know that an inspection is about to take place.** Introduce the inspector to employees in the front of the house and have a protocol in place whereby one of those staff members will quietly inform the kitchen. Avoid making this announcement obvious.
3. **Ask the inspector where he or she would like to start.** The owner, manager, or person in charge should stay with the inspector at all times during the inspection. ***Do not let the inspector wander around your facility unaccompanied.*** Bring a clipboard or pad and take notes as you and the inspector make the tour.
4. **Fix whatever can be fixed while the inspector is still on site.** Some inspectors will be willing to circle back to a violation if you say that it will be corrected during the inspection. This may or may not avoid recording the violation, but it may reduce the penalty, if there is one. It also demonstrates your "commitment to compliance."
5. **Go through the inspection report with the inspector.** Offer the inspector a quiet spot in which to write his or her report and be prepared to sit down and discuss the report in some detail. If you disagree with an inspector's assessment, ask how he or she arrived at that decision, and offer your interpretation of the regulations. However, **NEVER** be confrontational or get into an argument with the inspector. A calm discussion will often help you arrive at a mutually agreeable solution. If you give the inspector your full attention, he or she will usually give you time to explain a situation. This may work in your favor.
6. **Sign the report.** The inspector will ask you to sign the report and he or she will give you a copy. Signing the report only means that you acknowledge receiving a copy, not that you necessarily agree with the conclusions.
7. **You may offer the inspector a glass of water, *period*.** Anything more than that (e.g., food or chargeable beverages) might be construed as an attempt to influence the inspector's findings.

AFTER THE INSPECTION

1. **Share the results of the inspection with your staff.** Inform your employees of any violations and explain their importance. Determine why each violation occurred so you can try to avoid it in the future.
2. **Correct all violations as soon as possible.** If any compliance issues remain unresolved before the inspector leaves, fix them as soon as possible and notify the inspector in writing when corrective action is complete. Include copies of any supporting records or receipts that document the correction (e.g., repair bills).
3. **If you *truly* believe the inspector has been unfair, you can appeal his or her findings.** King County has an [online appeal form](#); otherwise contact your local health authority and request information on how to file an appeal. Most jurisdictions impose time limits on filing appeals (King County provides a 10-day window). Contact your local health authority for more information



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PART A: COVID-19 UPDATE: NAVIGATING THE NEW NORMAL

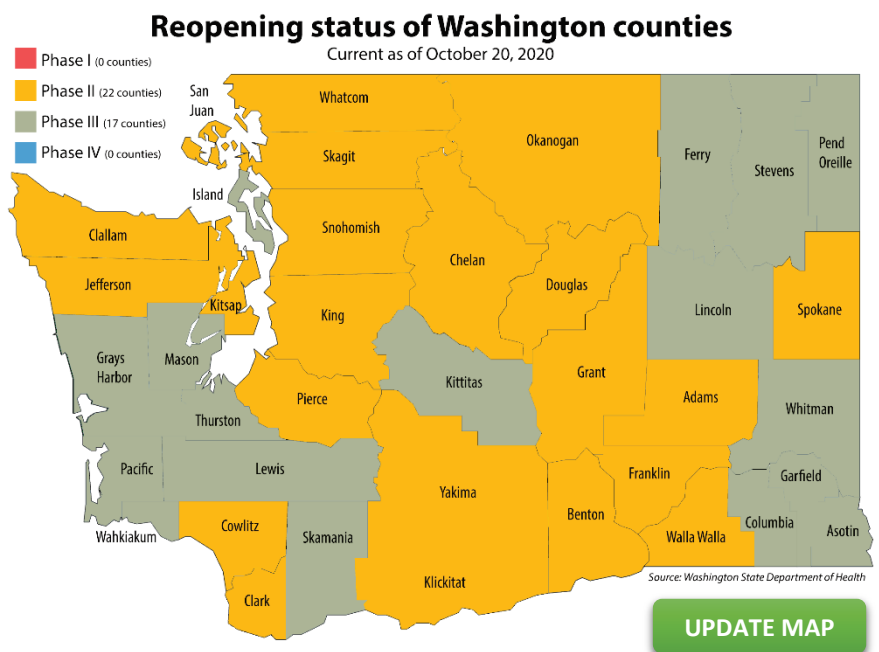


Important note

While the Internet is brimming with information (and misinformation) about the pandemic, COVID-19 is still new and not, as yet, well-understood. In this update, we have attempted to offer the most current and accurate information that restaurant operators need to know. To the best of our knowledge, the information in this update was current as of October 20, 2020; however, we undertake no obligation to provide notification of changes, or distribute any updates or revisions. If you have specific questions, you should contact the public health and safety authorities in your area.

Phased reopening

Under the [Safe Start Washington](#) reopening plan, counties are classified in four phases, depending on a number of factors, including the number of newly diagnosed COVID-19 cases, percentage of positive tests, and percentage of hospital beds occupied by COVID-19 patients. The Washington Department of Health reviews county applications to move to a new phase, although Governor Inslee has [indefinitely paused](#) counties from moving to a new phase. As of this update, 22 counties are in Phase II and 17 counties are in Phase III; no counties are in Phase I or Phase IV.



Requirements for restaurants operating in Phases II and III as of October 20, 2020

The following information has summarized from Governor Inslee's [Safe Start Washington Plan](#) and [Phase 2 and Phase 3 Restaurant/Tavern Reopening Coronavirus Requirements](#), as well as a variety of third-party sources deemed reliable, but not guaranteed. **This information is not intended to be, and should not be construed as, legal or medical advice.** Business owners are responsible for knowing and understanding state requirements. In providing this information, we make no guarantee of results, no representation of completeness or currency, and we assume no liability in connection with the accuracy of any information or recommendations herein.

No restaurant may operate until they can meet and maintain all the requirements in Washington's Phase 2 and Phase 3 Restaurant, Tavern, Breweries, Wineries and Distilleries Reopening Coronavirus Requirements. No reopening inspections are required prior to a restaurant reopening provided it meets and maintains all state requirements.

Restaurants, taverns, breweries, wineries, and distilleries must ensure strict adherence to all measures established by Governor Inslee's [Phase 2 and Phase 3 Restaurant/Tavern Reopening Coronavirus Requirements](#), the Department of Labor & Industries' [Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](#). These measures include:

- Patrons must wear a mask any time they are not seated. Masks are also required when seated at a table conversing, and may only be removed when eating.
- Standing is prohibited in any area except the lobby and then must be done while maintaining 6 feet of distance between patrons.
- All sales, service and consumption of alcohol, including beer, wine and spirits must end at 11 PM.
- Inside guest occupancy must not exceed 50 percent of the maximum building occupancy as determined by local fire code. Employees do not count in determining the occupancy limit.
- Outdoor seating is permitted but must also not exceed 50 percent capacity. A temporary structure may be used. Outdoor structures should have no more than two walls to provide appropriate ventilation. Outdoor seating does not count toward the building occupancy limit.
- No more than six people may be seated per table during Phase II. The limit is increased to eight per table during Phase III. Guests sitting at any particular table are no longer required to reside in the same household.
- All facilities must develop a COVID-19 exposure control, mitigation, and recovery plan. Suggested template is available in this document.
- Hand sanitizer should be available at entry for all staff and patrons.
- Tables and booths (indoor and outdoor) must be placed a minimum of 6 feet away from adjacent tables, or there must be a physical barrier or wall separating booths or tables. If the establishment does not offer table service, they must have protocols in place to ensure adequate social distancing at food and drink pick-up stations and seating within their dining area.
- Bar seating (where patrons sit or stand side-by-side) is not permitted and must be closed off. Counter seating is permitted in other areas of the establishment (indoors or outdoors).
- Single-use menus or reusable menus that can be sanitized after each use are required.
- Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use.
- Vending and other game areas, including billiards, darts, and video games, are prohibited.
- Live entertainment is prohibited except performances outdoors for members of the same household where a minimum social distance of 10 feet is maintained from the entertainer and facial coverings are worn by all individuals.
- It is strongly recommended that one staff person take a table's order, bring all of their beverages/food/utensils, take their payment, etc.
- Customers are no longer required to provide a business with contact information, and businesses should not condition service on a customer's unwillingness to do so. Businesses are still obligated to maintain a customer log of those who voluntarily provide their information.
- Buffets and salad bars are permitted and must follow Department of Health guidance.
- Restaurants must have implemented a plan to ensure proper physical distancing in lobby/waiting areas/payment counters.

Special requirements for taverns, breweries, wineries and distilleries

- Indoor service at taverns, breweries, wineries and distilleries is prohibited unless certain food service is provided, such as sandwiches, salad, soup, pizza, hamburgers, fry orders, or substantial hors d'oeuvres. Menu items must be prepared on-site and not by a contractor.
- Liquor licensees who want to add outdoor seating to their premises should complete and submit a [Liquor Alterations Request Form](#).

Employee safety and health

All restaurant, tavern, brewery, winery and distillery owners have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 worksite-specific safety practices as outlined in Governor Jay Inslee's [Proclamation 20-25.4](#), the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#), and the Washington State Department of Health [Workplace and Employer Resources and Recommendations](#). All establishments are required to post signage at the entrance to their business requiring their customers to use cloth face coverings.

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's coronavirus policies.
- Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the [Department of Health guidance](#).
- Ensure frequent and adequate handwashing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A site-specific COVID-19 Supervisor shall be designated by the employer at each job site to monitor the health of employees and enforce the COVID-19 job site safety plan.

A worker may refuse to perform unsafe work, including hazards created by coronavirus. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements. Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits.

Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the [circumstances](#).

Suggestions for working with inspectors specifically during COVID-19

1. Have all paperwork the inspector needs at the ready. This includes up-to-date permits, licenses and certificates. Also make sure that extermination reports and content information is available, if needed.
2. Don't commit obvious, common violations, such as running out of masks and other PPE. If your employees aren't wearing the required PPE when the inspector arrives, will he or she be confident that you are adhering to other requirements and recommendations such as social distancing or frequent cleaning?
3. Educate your employees on how to prevent the spread of COVID-19 and why each step, like practicing social distancing and wearing a mask is important.
4. Consistently enforce the use of face coverings and other COVID-19 related employee policies, and as always, remind employees to wash hands frequently.
5. Provide a single point of contact for the inspector, or at least limit the number of employees the inspector is in contact with.
6. Provide sanitized disposable wipes for the inspector and anyone working with him or her to use while in the restaurant

Signage

Employers may wish to print out and use the signs on the next two pages to inform employees and patrons of COVID-19 requirements.

- The sign on page 10 can be used to inform **patrons** of steps you are taking to prevent the spread of COVID-19 and how they can help.
- The sign on page 11 can be used to remind **employees** of the steps they need to take to prevent the spread of COVID-19 while on the job.



WE'RE PROTECTING OUR CUSTOMERS FROM COVID-19



In response to Public Health direction, we:

- ✓ Screen employees daily for any of these symptoms:

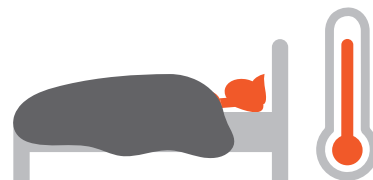
fever OR shortness of breath OR cough



Other symptoms:

- chills
- muscle pain
- sore throat
- loss of taste or smell

- ✓ Ensure sick employees stay home.



- ✓ Make hand washing and hand sanitizer available.



- ✓ Clean and sanitize surfaces frequently.



Please help in protecting our community:

- Ask if you need directions to a bathroom or hand sanitizer.
- Don't share utensils.
- Stand at least 6 feet apart while waiting to order or for pick-up.
- Protect those at greater risk (older adults and those with medical conditions) by staying home if sick.



Attention Employees

STEPS TO MINIMIZE RISK OF COVID-19



**In response to Public Health direction,
take these steps:**

- ☒ Screen employees daily for any of these symptoms:

fever OR shortness of breath OR cough



Other symptoms:

- chills
- muscle pain
- sore throat
- loss of taste or smell

- ☒ Send sick employees home.



- ☒ Allow high risk employees to stay home (people over 60, pregnant people, medical conditions).

- ☒ Make hand washing and hand sanitizer available.



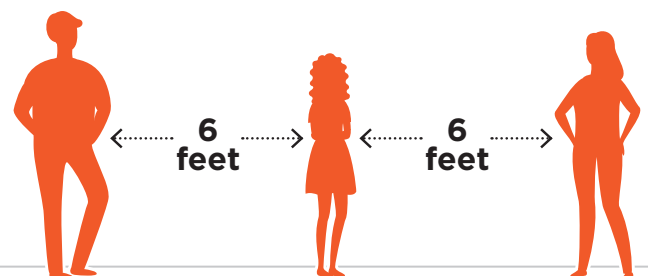
- ☒ Clean and sanitize surfaces frequently.



- ☒ Limit face-to-face contact to under 10 minutes.



- ☒ Remind customers to stand at least 6 feet apart while waiting to order or for pick-up.





COVID-19 Recovery Plan Template

Required by Proclamations 20-25.4 through 20-25.6 of the Governor of the State of Washington

1. Prior to recommending on-site services, all food-establishment owners are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan.
2. COVID-19 monitor shall be designated at each location to monitor health and enforce safety plan.
3. A copy of the plan must be available at all locations and available for inspection.
4. Failure to meet this requirement may result in sanctions up to, and including, license suspension.

This template has been prepared to assist you in creating a COVID-19 response plan as required by the Governor's proclamation. Under [RCW 43.06.220](#), the Governor has the authority to issue certain orders by proclamation in the event of an emergency. These emergency proclamations carry the full force of law.

The template on pages 13-21 of this booklet is an "interactive" PDF. This means you can fill it out on your computer, save your responses, and print it. Pages 13-17 were created by state regulatory authorities to meet the *minimum* requirements of a COVID-19 response plan. Pages 19-21 were developed by The Seattle Restaurant Store as a supplemental questionnaire to assist you in responding to the [industry-specific requirements](#) mandated by the Governor's proclamation for food-service establishments. While we have created these supplemental questions from sources deemed reliable, please note that no regulatory authority has reviewed or approved these supplemental questions, nor has any authority expressed an opinion as to their currency or completeness. The Seattle Restaurant Store and its affiliates do **not** make any guarantees that completing this questionnaire will meet all of the industry-specific requirements for food-service establishments, or necessarily result in a favorable or improved inspection report.

Three easy steps to using this template

The template consists primarily of checklist and short-answer questions. Please answer all questions honestly and accurately to the best of your knowledge. If any of your answers reveal a deficiency in COVID-19 response requirements, you should correct that deficiency as soon as possible, preferably *before* an inspection occurs.

1. Be sure to **save your work frequently** as you complete the questionnaire.
2. When you have completed the questionnaire, save the file and **print pages 13-21** of this document. **It is not necessary to print this entire guide.**
3. Keep the printed plan with all other documents you normally keep for the health inspector and be prepared to show it upon request.





Phase 3 Safe Start Plan Template

Each business or entity operating in Phase 3 of Safe Start Washington, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry found [here](#). A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency or County Public Health Department for approval** but must be retained on the premises of the business and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection.

Businesses are still required to follow the [State's industry-specific guidance](#), if issued for your specific industry. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please see [Safe Start Washington — Phased Reopening County-by-County](#).

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☐ Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
- ☐ Tightly enclosed spaces or small rooms will be occupied by only one per at a time, unless all occupants are wearing cloth face coverings, masks or respirators. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- ☐ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

☐ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

☐ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

A. Protective Equipment. To ensure employees comply with personal protective equipment requirements, you agree that you will do the following:

☐ Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and facemasks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. Refer to [Washington Coronavirus Hazard Considerations for Employers \(except COVID-19 care in hospitals and clinics\) Face Coverings, Masks, and Respirator Choices](#) for additional details. Cloth face coverings are described in the [Department of Health guidance](#).

☐ All employees are required to wear a cloth facial covering, except (i) when working alone; (ii) if deaf or hard of hearing, or communicating with someone who relies on cues such as expressions or mouth movements; (iii) if the individual has a medical condition that makes wearing a facial covering inappropriate; or (iv) when the job has no in-person interaction. Employers must provide cloth facial coverings to employees unless exposure dictates a higher level of protection under L&I safety and health guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for details. Employees may wear their own coverings at work, if they meet minimum requirements.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- ☐ [Post a sign](#) requiring customers to wear cloth facial coverings in compliance with the state-wide [facial covering order](#) and [Proclamation 20-25](#). Ensure signage is prominently displayed at the entrance to the business so that it is immediately noticeable to all customers entering the store.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- ☐ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☐ Establish an increased frequency house keeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces. Adhere to hygiene and sanitation rules from [Centers for Disease Control and Prevention](#) and [Department of Health](#).

Who will be responsible for establishing a schedule? Where will it be kept?

- ☐ Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- ☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☐ Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the employer's COVID-19 policies. Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☐ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☐ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- ☐ No employer may operate unless it notifies the employer's local health jurisdiction within 24 hours if the employer suspects COVID-19 is spreading in the employer's workplace, or if the employer is aware of 2 or more employees who develop confirmed or suspected COVID-19 within a 14-day period.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Screen employees for signs/symptoms of COVID-19 at the start of their shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines](#) set by the Centers for Disease Control to deep clean and sanitize.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Disinfection of contaminated areas. To ensure the business and its employees comply with disinfection requirements, you agree that you will do the following:

- ☐ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

A. Staying up to date on industry-specific guidance and resources: To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☐ Consult the [Washington State Coronavirus Response website](#) and [applicable Proclamations](#) on a periodic basis or whenever notified of the availability of new guidance.
- ☐ Specifically, follow requirement in Governor Inslee's [Proclamation 20-46 High-Risk Employees – Worker's Rights](#).
- ☐ Check frequently for updated [resources for businesses](#).

V. FOOD-SERVICE SUPPLEMENT

This supplement has been prepared to assist restaurants in complying with the [industry-specific requirements](#) (updated 10/6/20) for food-service establishments. **No state or federal regulatory authority has reviewed or approved this supplement, nor has any such authority expressed an opinion as to its currency or completeness.** The Seattle Restaurant Store and its affiliates make **no** guarantees that completing this supplement will meet all of the industry-specific requirements for food-service establishments, nor result in a favorable or improved inspection report.

In general, restaurants, taverns, breweries, wineries, and distilleries must adhere to all measures established by the [Governor's guidance](#), the Department of Labor & Industries [Coronavirus Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the Department of Health [Workplace and Employer Resources & Recommendations](#).

All food-service establishments are required to have a COVID-19 plan.

Prior to recommencing on-site services, all food-establishment owners are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan which must be adhered to.

1. A site-specific COVID-19 monitor shall be designated at *each* location to monitor the health of individuals and enforce the COVID-19 job site safety plan.
2. A copy of the plan must be available at all locations and available for inspection by state and local authorities.
3. Failure to meet this requirement may result in sanctions up to, and including, license suspension.

YES NO N/A

Is guest occupancy¹ limited to 50 percent capacity?

Is a minimum 6-foot separation maintained between employees and patrons during all interactions at all times?

Do any temporary outdoor structures have more than two walls?

Is table size limited to six people per table (Phase II) or eight people per table (Phase III)?

If the establishment serves alcohol, is alcohol service² discontinued at 11 pm?

Is hand sanitizer available for staff and patrons at all entrances to the building?

If the establishment does not offer table service, are protocols in place to ensure adequate social distancing at food/drink pick-up areas and within seating areas?

Are tables and booths placed a minimum of 6 feet away from adjacent tables?

If tables and booths are not a minimum of 6 feet away from each other, is there a physical wall or barrier separating the tables?

Are vending and other game areas, including billiards, darts, and video games, closed to the public?

Is bar-area seating³ closed off to prohibit use?

¹ Guest occupancy must be no more than 50% of maximum building occupancy as determined by the fire code. Outdoor seating is permitted but must also be at 50% capacity or less. Outdoor seating does not count toward the building occupancy limit. Outdoor seating must follow all other requirements in this document. Occupants of a particular table are no longer required to reside in the same household.

² Liquor licensees who want to add outdoor seating to their premises should complete and submit a [Liquor Alterations Request Form](#).

³ "Bar-area seating" refers to any area with a bar table/counter where patrons sit or stand side-by-side. If an establishment offers bar-area seating, it must be closed off to prohibit use. Counter-style seating is permitted in other areas of the establishment (indoors or outdoors). Six feet of distance is required between tables.

Are patrons required to wear a cloth face covering when they are not seated at a table (i.e., while being seated, leaving, going to the restroom, or while talking at a table and not eating)?

How is this requirement communicated to patrons (signage, verbal reminders, etc.)?

Are reusable menus sanitized between each use? In the alternative, are single-use menus being used?

Are efforts being made to minimize the number of staff members who serve a particular table? (Ideally, one person should take orders, bring utensils and food, and take payment, etc.)

Describe efforts to accomplish this.

Does the establishment have markings in the lobby, waiting areas, and payment counters that show social distancing?

Is standing prohibited in the establishment (except for the lobby)?

How is this requirement communicated to patrons (signage, verbal reminders, etc.)?

Is live entertainment prohibited?

Are doors and windows kept open to the extent possible to improve ventilation?

Have HVAC system filters been upgraded to MERV 13, if feasible?

Are condiments in single-use packaging, or in the alternative, sanitized after each use?

Do buffet and salad bars follow Department of Health guidelines?

Are workers being educated (in the language they understand best) about coronavirus and how to prevent its spread?

Is personal protective equipment (PPE), such as disposable gloves, goggles, face shields, and masks made available to employees?

Are workers being educated (in the language they understand best) about coronavirus and how to prevent its spread?

Is personal protective equipment (PPE), such as disposable gloves, goggles, face shields, and masks made available to employees?

Do employees wear cloth facial coverings at all times?

Do employees use other appropriate PPE at all times?

YES NO N/A

Are steps being taken to ensure frequent and thorough handwashing?

Are plenty of handwashing supplies available at all times?

Has a housekeeping schedule been established that includes frequent cleaning and sanitizing, with a particular emphasis on frequently touched surfaces?

Describe housekeeping schedule.

Are employees screened at the beginning of each shift for signs/symptoms of COVID-19? Are symptomatic employees sent home?

If areas of the establishment have been touched or used by employees with confirmed or probable cases of COVID-19, are those areas cordoned off until they have been cleaned and sanitized?

Are workers being educated (in the language they understand best) about coronavirus and how to prevent its spread?

Is personal protective equipment (PPE), such as disposable gloves, goggles, face shields, and masks made available to employees?

If the establishment is a tavern, brewery, winery, or distillery:

Is the establishment serving a reasonable number of menu items, such as sandwiches, salad, soup, pizza, hamburgers, fry orders, or substantial hors d'oeuvres/appetizers?

Are menu items prepared on-site and not by a contractor?

Has the establishment procured a food-service permit/license from the appropriate local jurisdiction?

When you have completed this form, be sure to **SAVE** the document. Then print out pages 13-21 of this document and keep the printout with the documents you normally show to the health inspector. It is **NOT** necessary to print this entire booklet.





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First choice of discerning chefs since 1933

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- Fast, accurate quotations with our **TruPrice™** system
- Wide selection of cutlery, kitchen accessories & chef's gadgets
- COVID-19 cleaning supplies & PPE
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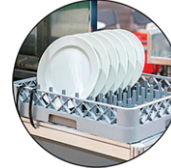
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[Waffle Irons](#)

PART B: Health & Sanitation Self-Inspection Checklist

This checklist covers many of the items typically reviewed during a health inspection and can be used to help keep your establishment in compliance between inspections. **Inspection rules vary greatly between local jurisdictions.** Your location may be subject to rules that are different from, less than, or in addition to, the items on this checklist. This document is intended to provide general information only and should not be construed as legal advice. Contact your local health authority for specific guidance.

Inspection conducted by: _____ Date of inspection: _____

I. EMPLOYEE DRESS AND HYGIENE

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employees wearing clean and proper uniforms, including proper closed-toe shoes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees wash their hands regularly using proper hand-washing techniques, especially after working with raw food, handling money, or switching between stations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are gloves are changed at critical points?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hair restraints are used, including covers for facial hair?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fingernails short, unpolished, and clean?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is jewelry limited to watches, simple earrings, and plain rings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are sores, cuts, or splints and bandages on hands completely covered while handling food?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are disposable tissues used and properly disposed of when coughing, sneezing, or blowing nose and do employees wash their hands afterward?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eating, drinking, smoking, or chewing gum done only in designated areas, away from all preparation, service, storage, and warewashing areas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employees with illnesses or infections restricted from handling food and utensils?

II. DRY STORAGE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the storage unit clean and dry, between 50°F and 70°F or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are surfaces, floors, and storage shelves clean and in good repair?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are food and paper supplies kept at least 6" off the floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all foods covered and labeled with name and delivery date?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all bulging or leaking canned goods been removed from storage and disposed of properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food stored and used in accordance with the First In, First Out (FIFO) method?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food stored separately and away from personal items, chemicals, and cleaning supplies?

Health & Sanitation Self-Inspection Checklist

III. APPLIANCES AND LARGE EQUIPMENT

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are food slicers and grinders clean to sight and touch?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are food slicers/grinders sanitized before and after usage with potentially hazardous foods?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all other pieces of equipment clean to sight and touch, including serving lines, shelves, cabinets, ovens, ranges, fryers, and steam equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exhaust hood and filters clean?

IV. REFRIGERATORS AND FREEZERS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are refrigeration and freezer units, including gaskets, clean and free of debris?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is thermometer placed in the warmest part of the unit and is the temperature accurate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is refrigerator air temperature $\leq 38^{\circ}\text{F}$ or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is freezer air temperature $\leq 0^{\circ}\text{F}$ or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all food properly wrapped or covered, labeled, and dated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For walk-ins, is food stored at least 6" off the floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food stored and used in accordance with the First In, First Out (FIFO) method?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are raw meats stored <i>below</i> other foods?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are foods kept completely away from unprotected condensation lines?

V. FOOD HANDLING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is frozen food thawed under refrigeration or in cold running water?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees use gloves, clean hands, or utensils when handling food?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food held in the "temperature danger zone" for <i>no more than 4</i> hours?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food tasted using proper method and utensils used only once between cleanings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are utensils handled so as to avoid touching parts that will be in direct contact with food?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food protected from cross-contamination?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food heated to the correct temperature before being placed in the hot holding area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are food prep sinks cleaned and sanitized before use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are reusable wiping cloths stored in a sanitizing solution when not in use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are separate cutting boards used for raw meat and other foods?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a metal food probe with a range of 0°F - 220°F available?

Health & Sanitation Self-Inspection Checklist

VI. UTENSILS AND SMALLWARES

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are smallwares, cutting boards, and work surfaces cleaned and sanitized between uses?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are thermometers washed and sanitized between uses?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the can opener clean to sight and touch and the blade free of debris or metal shavings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are work surfaces, drawers, and racks clean to sight and touch?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are work surfaces washed and sanitized?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are smallwares inverted or covered between uses?

VII. HOT HOLDING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the holding unit clean?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food protected from contamination?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Before placing in hot holding, is food heated to 165°F or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food held above 140°F or as specified in local regulations?

VIII. CLEANING AND SANITIZING

For hand washing

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a three-compartment sink properly set up with separate basins for washing, rinsing, and sanitizing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the washing compartment use a clean detergent solution ≥110°F or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the rinsing compartment use clean water ≥110°F or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the sanitizing compartment use water ≥171°F or as specified in local regulations?

For machine washing

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For heat sanitizing, is the final rinse temperature ≥180°F or as specified in local regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For chemical sanitizing, is a test kit used to verify the proper dilution of chemicals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all equipment clean to sight and touch?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are service items allowed to air dry prior to storage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are service items stored in a covered area that is free from dust and contaminants?

Health & Sanitation Self-Inspection Checklist

IX. GARBAGE STORAGE AND DISPOSAL

YES NO N/A

- ☐ ☐ ☐ Are kitchen garbage cans clean and emptied as necessary?
- ☐ ☐ ☐ Are the loading dock and garbage area kept as clean as possible to discourage pests?
- ☐ ☐ ☐ Are all outside receptacles covered, closed, and emptied as necessary?
- ☐ ☐ ☐ Are boxes and containers removed from the site promptly?

X. PEST CONTROL

YES NO N/A

- ☐ ☐ ☐ Do all windows and doors have screens that are in good repair?
- ☐ ☐ ☐ If there is any evidence of pests, has the cause been identified and remedied?

ACTION ITEMS			
Assigned to	Date assigned	Date completed	Action needed

Food Establishment Inspection Report ► Form A

Business Name:				Operator:				Page of			
Address				City		ZIP		Email		Phone: ()	
General Health Record ID		P/E		Date		Time In		Office Time		Activity Time	
PR SR											

Red High Risk Factors													
High Risk Factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Circles indicate compliance status (IN, OUT, N/O, N/A) for each item.													
IN = in compliance OUT = not in compliance N/O = not observed N/A = not applicable CDI = corrected during inspection R = repeat violation													
Compliance Status				CDI	R	PTS	Compliance Status						
Demonstration of Knowledge						Potentially Hazardous Food Time/Temperature							
0100	IN OUT	PIC certified by accredited program, or compliance with Code, or correct answers			<input type="checkbox"/>	<input type="checkbox"/>	5	1600	IN OUT/N/A N/O	Proper cooling procedures	<input type="checkbox"/>	<input type="checkbox"/>	25
0200	IN OUT	Food Worker Cards current for all food workers; new food workers trained			<input type="checkbox"/>	<input type="checkbox"/>	5	1700	IN OUT/N/A N/O	Proper Hot Holding Temperatures (<135°F) between 130°F to 134°F	<input type="checkbox"/>	<input type="checkbox"/>	5
Employee Health													
0300	IN OUT	Proper ill worker and conditional employee practices; no ill practices workers present; proper reporting of illness			<input type="checkbox"/>	<input type="checkbox"/>	25	1800	IN OUT/N/A N/O	Proper cooking time and temperature; proper use of non-continuous cooking	<input type="checkbox"/>	<input type="checkbox"/>	25
Preventing Contamination by Hands													
0400	IN OUT	Hands washed as required			<input type="checkbox"/>	<input type="checkbox"/>	25	1900	IN OUT/N/A N/O	No room temperature storage; proper use of time as a control	<input type="checkbox"/>	<input type="checkbox"/>	25
0500	IN OUT/N/A N/O	Proper barriers used to prevent bare hand contact with ready to eat foods			<input type="checkbox"/>	<input type="checkbox"/>	25	2000	IN OUT/N/A N/O	Proper reheating procedures for hot holding	<input type="checkbox"/>	<input type="checkbox"/>	15
0600	IN OUT	Adequate handwashing facilities			<input type="checkbox"/>	<input type="checkbox"/>	10	2100	IN OUT/N/A	Proper cold holding temperatures (>41°F) between 42°F to 45°F	<input type="checkbox"/>	<input type="checkbox"/>	5
Approved Source, Wholesome, Not Adulterated													
0700	IN OUT	Food obtained from approved source			<input type="checkbox"/>	<input type="checkbox"/>	15	2200	IN OUT N/A	Accurate thermometer provided and used to evaluate temperature of PHF	<input type="checkbox"/>	<input type="checkbox"/>	5
0800	IN OUT	Water supply, ice from approved source			<input type="checkbox"/>	<input type="checkbox"/>	15	Consumer Advisory					
0900	IN OUT/N/A N/O	Proper washing of fruits and vegetables			<input type="checkbox"/>	<input type="checkbox"/>	10	2300	IN OUT/N/A	Proper Consumer Advisory posted for raw or undercooked foods	<input type="checkbox"/>	<input type="checkbox"/>	5
1000	IN OUT	Food in good condition, safe and unadulterated; approved additives			<input type="checkbox"/>	<input type="checkbox"/>	10	Highly Susceptible Populations					
1100	IN OUT	Proper disposition of returned, previously served, unsafe, or contaminated food			<input type="checkbox"/>	<input type="checkbox"/>	10	2400	IN OUT/N/A	Pasteurized foods used as required; prohibited foods not offered	<input type="checkbox"/>	<input type="checkbox"/>	10
1200	IN OUT/N/A N/O	Proper shellstock identification; wild mushroom ID; parasite destruction procedures for fish			<input type="checkbox"/>	<input type="checkbox"/>	5	Chemical					
Protection from Cross Contamination													
1300	IN OUT/N/A N/O	Food contact surfaces and utensils used for raw meat thoroughly cleaned and sanitized. No cross contamination			<input type="checkbox"/>	<input type="checkbox"/>	15	Conformance with Approved Procedures					
1400	IN OUT/N/A N/O	Raw meats below or away from ready to eat food; species separated			<input type="checkbox"/>	<input type="checkbox"/>	5	2600	IN OUT/N/A	Compliance with risk control plans, variances, plan of operation; valid permit; approved procedures for non-continuous cooking	<input type="checkbox"/>	<input type="checkbox"/>	10
1500	IN OUT/N/A N/O	Proper handling of pooled eggs			<input type="checkbox"/>	<input type="checkbox"/>	5	2700	IN OUT/N/A	Variance obtained for specialized processing methods (e.g., ROP)	<input type="checkbox"/>	<input type="checkbox"/>	10

Service

128 ☐ Scheduled

129 ☐ Return

126 ☐ Fld PI Rvw

130 ☐ Complaint

133 ☐ Illness / Inj.

134 ☐ Permit Inv.

136 ☐ Field Educ.

127 ☐ Pre-Operat.

106 ☐ HACCP

☐ _____

Results

01 ☐ Satisfact

02 ☐ Unsatisfact.

03 ☐ Complete

04 ☐ Incomplete

☐ _____

Action

04 ☐ Suspend

07 ☐ Approved

10 ☐ Disapprv'd

26 ☐ Fol/up Rq'd

00 ☐ N/A

☐ _____

Blue Low Risk Factors													
Low Risk Factors are preventive measures to control the addition of pathogens, chemicals, and physical objects into foods. Circled points indicate items not in compliance.													
				CDI	R	PTS							
Food Temperature Control						Utensils and Equipment							
2800	Food received at proper temperature			<input type="checkbox"/>	<input type="checkbox"/>	5	4000	Food and non-food surfaces properly used and constructed; cleanable			<input type="checkbox"/>	<input type="checkbox"/>	5
2900	Adequate equipment for temperature control			<input type="checkbox"/>	<input type="checkbox"/>	5	4100	Warewashing facilities properly installed, maintained, used; test strips available and used			<input type="checkbox"/>	<input type="checkbox"/>	5
3000	Proper thawing methods used			<input type="checkbox"/>	<input type="checkbox"/>	3	4200	Food – contact surfaces maintained, cleaned, sanitized			<input type="checkbox"/>	<input type="checkbox"/>	5
Food Identification													
3100	Proper labeling, signage			<input type="checkbox"/>	<input type="checkbox"/>	5	4300	Non-food – contact surfaces maintained and clean			<input type="checkbox"/>	<input type="checkbox"/>	3
Protection from Contamination						Physical Facilities							
3200	Insects, rodents, animals not present; entrance controlled			<input type="checkbox"/>	<input type="checkbox"/>	5	4400	Plumbing properly sized, installed, and maintained; proper backflow devices, indirect drains, no cross-connections			<input type="checkbox"/>	<input type="checkbox"/>	5
3300	Potential food contamination prevented during delivery, preparation, storage, display			<input type="checkbox"/>	<input type="checkbox"/>	5	4500	Sewage, wastewater properly disposed			<input type="checkbox"/>	<input type="checkbox"/>	5
3400	Wiping cloths properly used, stored; proper sanitizer			<input type="checkbox"/>	<input type="checkbox"/>	5	4600	Toilet facilities properly constructed, supplied, cleaned			<input type="checkbox"/>	<input type="checkbox"/>	3
3500	Employee cleanliness and hygiene			<input type="checkbox"/>	<input type="checkbox"/>	3	4700	Garbage, refuse properly disposed; facilities maintained			<input type="checkbox"/>	<input type="checkbox"/>	3
3600	Proper eating, tasting, drinking, or tobacco use			<input type="checkbox"/>	<input type="checkbox"/>	3	4800	Physical facilities properly installed, maintained, cleaned; unnecessary persons excluded from establishment			<input type="checkbox"/>	<input type="checkbox"/>	2
Proper Use of Utensils													
3700	In-use utensils properly stored			<input type="checkbox"/>	<input type="checkbox"/>	3	4900	Adequate ventilation, lighting; designated areas used			<input type="checkbox"/>	<input type="checkbox"/>	2
3800	Utensils, equipment, linens properly stored, used, handled			<input type="checkbox"/>	<input type="checkbox"/>	3	5000	Posting of permit; mobile establishment name easily visible			<input type="checkbox"/>	<input type="checkbox"/>	2
3900	Single-use and single-service articles properly stored, used			<input type="checkbox"/>	<input type="checkbox"/>	3							

Red Critical Points

Blue Points

Total Points

Person in Charge (Printed Name)	(Signature)
Regulatory Authority (Printed Name)	(Signature)

Seattle/King County Health Inspection Violations by Frequency, 2006-2018

This table lists violations in the Seattle & King County Public Health (KCPH) Food Establishment Inspection Database arranged from most frequent to least frequent citations. **Red entries are high risk factors.** **Blue entries are low risk factors.** Although we believe this information is useful for all restaurants, this data has been derived *solely* from KCPH and may not reflect the rules or inspection priorities of other jurisdictions. If you have questions, contact your local public health authorities.

Code	Violation	Frequency
2110/20	Proper cold holding temperatures (>41° F) (combined score)	13.7%
0600	Adequate handwashing facilities.....	8.4%
3400	Wiping cloths properly used, stored; proper sanitizer	7.9%
0200	Food Worker Cards current for all food workers; new food workers trained	6.6%
3300	Potential food contamination prevented during delivery, preparation, storage, display	5.5%
4100	Warewashing facilities properly installed, maintained, used; test strips available and used	5.3%
4200	Food – contact surfaces maintained, clean, and sanitized	4.8%
4300	Non-food – contact surfaces maintained and clean	3.6%
1710/20	Proper hot holding temperatures (<135° F) (combined score).....	3.3%
1400	Raw meats below and away from ready to eat food; species separated	3.2%
1600	Proper cooling procedures	3.2%
1900	No room temperature storage; proper use of time as a control	3.0%
3700	In-use utensils properly stored.....	2.8%
4800	Physical facilities properly installed, maintained, cleaned; unnecessary persons excluded from establishment	2.8%
2200	Accurate thermometer provided and used to evaluate temperature of PHF	2.6%
2900	Adequate equipment for temperature control	1.9%
3100	Proper labeling, signage	1.9%
2500	Toxic substances properly identified, stored, used	1.8%
0400	Hands washed as required	1.7%
4400	Plumbing properly sized, installed, maintained, used; proper backflow devices, indirect drains, no cross-connections.....	1.6%
3200	Insects, rodents, animals not present; entrance controlled	1.4%
0500	Proper barriers used to prevent bare hand contact with ready-to-eat foods	1.3%
3000	Proper thawing methods used	1.3%
4000	Food and non-food surfaces properly used and constructed; cleanable.....	1.3%
4900	Adequate ventilation, lighting; designated areas used	1.1%
2300	Proper Consumer Advisory posted for raw or undercooked foods	0.9%
1200	Proper shellstock ID; wild mushroom ID; parasite destruction procedures for fish	0.7%
2600	Compliance with risk control plans, variances, plan of operation; valid permit; approved procedures for non-continuous cooking.....	0.6%
2700	Variance obtained for specialized processing methods (e.g., ROP).....	0.6%
1500	Proper handling of pooled eggs.....	0.5%
3900	Single-use and single-service articles properly stored, used	0.5%
1300	Food contact surfaces and utensils used for raw meat thoroughly cleaned and sanitized; no cross contamination	0.4%
2000	Proper reheating procedures for hot holding	0.4%
3600	Proper eating, tasting, drinking, or tobacco use.....	0.4%
3800	Utensils, equipment, linens properly stored, used, handled	0.4%
4700	Garbage, refuse properly disposed; facilities maintained	0.4%
5000	Posting of permit; mobile establishment name easily visible.....	0.4%
0100	PIC certified by accredited program or compliance with code, or correct answers	0.3%
0900	Proper washing of fruits and vegetables	0.3%
1000	Food in good condition, safe and unadulterated; approved additives	0.3%
1800	Proper cooking time and temperature; proper use of non-continuous cooking	0.3%
3500	Employee cleanliness and hygiene	0.2%
4600	Toilet facilities properly constructed, supplied, cleaned	0.2%
0700	Food obtained from approved source.....	0.1%
2800	Food received at proper temperature.....	0.1%
4500	Sewage, wastewater properly disposed.....	0.1%
0300	Proper ill worker and conditional employee practices; no ill workers present; proper reporting of illness.....	<0.1%
0800	Water supply, ice from approved source	<0.1%
1100	Proper disposition of returned, previously served, unsafe, or contaminated food.....	<0.1%
2400	Pasteurized foods used as required; prohibited foods not offered.....	<0.1%

Food Establishment Inspection Report

Page of



FOR OFFICE USE ONLY

EMAIL

NAME OF ESTABLISHMENT

ADDRESS OR LOCATION

CITY

MEALS SERVED B L D C O

PURPOSE OF INSPECTION

☐ ROUTINE ☐ PREOPERATIONAL ☐ REINSPECTION
☐ ILLNESS INVESTIGATION ☐ TEMPORARY ☐ COMPLAINT
☐ OTHER:

ESTABLISHMENT TYPE

RISK CATEGORY

MEALS OBSERVED B L D C O

DATE

TIME IN

ELAPSED TIME

TOTAL POINTS

RED POINTS

REPEAT RED

PHONE

RED HIGH RISK FACTORS

High Risk Factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Circles indicate compliance status (IN, OUT, N/O, N/A) for each item.

IN = In Compliance

OUT = Not In Compliance

N/O = Not Observed

N/A = Not Applicable

CDI = Corrected During Inspection

R = Repeat Violation

#	Compliance Status		CDI	R	PTS
Demonstration of Knowledge					
1	IN OUT	PIC certified by accredited program, or compliance with Code, or correct answers	<input type="checkbox"/>	<input type="checkbox"/>	5
2	IN OUT	Food worker cards current for all food workers; new food workers trained	<input type="checkbox"/>	<input type="checkbox"/>	5
Employee Health					
3	IN OUT	Proper ill worker and conditional employee practices; no ill workers present; proper reporting of illness	<input type="checkbox"/>	<input type="checkbox"/>	25
Preventing Contamination by Hands					
4	IN OUT N/O	Hands washed as required	<input type="checkbox"/>	<input type="checkbox"/>	25
5	IN OUT N/A N/O	Proper barriers used to prevent bare hand contact with ready to eat foods	<input type="checkbox"/>	<input type="checkbox"/>	25
6	IN OUT	Adequate handwashing facilities	<input type="checkbox"/>	<input type="checkbox"/>	10
Approved Source, Wholesome, Not Adulterated					
7	IN OUT	Food obtained from approved source	<input type="checkbox"/>	<input type="checkbox"/>	15
8	IN OUT	Water supply, ice from approved source	<input type="checkbox"/>	<input type="checkbox"/>	
9	IN OUT N/A N/O	Proper washing of fruits and vegetables	<input type="checkbox"/>	<input type="checkbox"/>	10
10	IN OUT	Food in good condition, safe, and unadulterated; approved additives	<input type="checkbox"/>	<input type="checkbox"/>	10
11	IN OUT	Proper disposition of returned, previously served, unsafe, or contaminated food	<input type="checkbox"/>	<input type="checkbox"/>	10
12	IN OUT N/A N/O	Proper shellstock ID; wild mushroom ID; parasite destruction procedures for fish	<input type="checkbox"/>	<input type="checkbox"/>	5
Protection from Cross Contamination					
13	IN OUT N/A N/O	Food contact surfaces and utensils used for raw meat thoroughly cleaned and sanitized; no cross contamination	<input type="checkbox"/>	<input type="checkbox"/>	15
14	IN OUT N/A N/O	Raw meats below or away from ready to eat food; species separated	<input type="checkbox"/>	<input type="checkbox"/>	5
15	IN OUT N/A N/O	Proper handling of pooled eggs	<input type="checkbox"/>	<input type="checkbox"/>	5

#	Compliance Status		CDI	R	PTS
Potentially Hazardous Food Time and Temperature					
16	IN OUT N/A N/O	Proper cooling procedures	<input type="checkbox"/>	<input type="checkbox"/>	25
17	IN OUT N/A N/O	Proper hot holding temperatures (5 pts if 130°F to 134°F)	<input type="checkbox"/>	<input type="checkbox"/>	25 (5)
18	IN OUT N/A N/O	Proper cooking time and temperature; proper use of non-continuous cooking	<input type="checkbox"/>	<input type="checkbox"/>	25
19	IN OUT N/A N/O	No room temperature storage; proper use of time as a control	<input type="checkbox"/>	<input type="checkbox"/>	25
20	IN OUT N/A N/O	Proper reheating procedures for hot holding	<input type="checkbox"/>	<input type="checkbox"/>	15
21	IN OUT N/A	Proper cold holding temperatures (5 pts if 42°F to 45°F)	<input type="checkbox"/>	<input type="checkbox"/>	10 (5)
22	IN OUT N/A	Accurate thermometer provided and used to evaluate temperature of PHF	<input type="checkbox"/>	<input type="checkbox"/>	5
Consumer Advisory					
23	IN OUT N/A	Proper Consumer Advisory posted for raw or undercooked foods	<input type="checkbox"/>	<input type="checkbox"/>	5
Highly Susceptible Populations					
24	IN OUT N/A	Pasteurized foods used as required; prohibited foods not offered	<input type="checkbox"/>	<input type="checkbox"/>	10
Chemical					
25	IN OUT	Toxic substances properly identified, stored, used	<input type="checkbox"/>	<input type="checkbox"/>	10
Conformance with Approved Procedures					
26	IN OUT N/A	Compliance with risk control plan, variance, plan of operation; valid permit; approved procedures for non-continuous cooking	<input type="checkbox"/>	<input type="checkbox"/>	10
27	IN OUT N/A	Variance obtained for specialized processing methods (e.g., ROP)	<input type="checkbox"/>	<input type="checkbox"/>	10
Red Points					

BLUE LOW RISK FACTORS

Low risk factors are preventive measures to control the addition of pathogens, chemicals, and physical objects into foods. Circled points indicate items not in compliance.

Food Temperature Control	CDI	R	PTS
28 Food received at proper temperature	<input type="checkbox"/>	<input type="checkbox"/>	5
29 Adequate equipment for temperature control	<input type="checkbox"/>	<input type="checkbox"/>	5
30 Proper thawing methods used	<input type="checkbox"/>	<input type="checkbox"/>	3
Food Identification			
31 Food properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	5
Protection from Contamination			
32 Insects, rodents, animals not present; entrance controlled	<input type="checkbox"/>	<input type="checkbox"/>	5
33 Potential food contamination prevented during delivery, preparation, storage, display	<input type="checkbox"/>	<input type="checkbox"/>	5
34 Wiping cloths properly used, stored; proper sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	5
35 Employee cleanliness and hygiene	<input type="checkbox"/>	<input type="checkbox"/>	3
36 Proper eating, tasting, drinking, or tobacco use	<input type="checkbox"/>	<input type="checkbox"/>	3
Proper Use of Utensil			
37 In-use utensils properly stored	<input type="checkbox"/>	<input type="checkbox"/>	3
38 Utensils, equipment, linens properly stored, used, handled	<input type="checkbox"/>	<input type="checkbox"/>	3
39 Single-use and single-service articles properly stored, used	<input type="checkbox"/>	<input type="checkbox"/>	3

Utensils and Equipment	CDI	R	PTS
40 Food and nonfood surfaces properly used and constructed; cleanable	<input type="checkbox"/>	<input type="checkbox"/>	5
41 Warewashing facilities properly installed, maintained, used; test strips available and used	<input type="checkbox"/>	<input type="checkbox"/>	5
42 Food-contact surfaces maintained, cleaned, sanitized	<input type="checkbox"/>	<input type="checkbox"/>	5
43 Nonfood-contact surfaces maintained and clean	<input type="checkbox"/>	<input type="checkbox"/>	3
Physical Facilities			
44 Plumbing properly sized, installed, and maintained; proper backflow devices, indirect drains, no cross-connections	<input type="checkbox"/>	<input type="checkbox"/>	5
45 Sewage, wastewater properly disposed	<input type="checkbox"/>	<input type="checkbox"/>	5
46 Toilet facilities properly constructed, supplied, cleaned	<input type="checkbox"/>	<input type="checkbox"/>	3
47 Garbage, refuse properly disposed; facilities maintained	<input type="checkbox"/>	<input type="checkbox"/>	3
48 Physical facilities properly installed, maintained, cleaned; unnecessary person excluded from establishment	<input type="checkbox"/>	<input type="checkbox"/>	2
49 Adequate ventilation, lighting; designated areas used	<input type="checkbox"/>	<input type="checkbox"/>	2
50 Posting of permit; mobile establishment name easily visible	<input type="checkbox"/>	<input type="checkbox"/>	2
Blue Points			

Use the following blank lines to write comments.

Person In Charge
(Signature)Person In Charge
(Print Name)

Date

Regulatory Authority
(Signature)Regulatory Authority
(Print Name)

Follow up Needed?

Yes

No

Page of



FOR OFFICE USE ONLY

EMAIL

NAME OF ESTABLISHMENT

ADDRESS OR LOCATION

CITY

MEALS SERVED	B	L	D	C	O
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PURPOSE OF INSPECTION

☐ ROUTINE

☐ PREOPERATIONAL

☐ REINSPECTION

ESTABLISHMENT TYPE

RISK CATEGORY

MEALS OBSERVED B L D C O

☐ OTHER:

== FEMTO STARK ==

■ **CONCLUSION**

DATE

TIME IN

ELAPSED TIME

TOTAL POINTS

RED POINTS

REPEAT RED

PHONE

TEMPERATURE OBSERVATIONS

Food

Location

Temp
(°F)

Food

Location

Temp
(°F)

OBSERVATIONS AND CORRECTIVE ACTIONS

Item Number	Item Description	Unit	Quantity	Unit Price	Total Price
1
2
3
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Violations cited in this report must be corrected within the time frames specified.

Points

Comments

Person In Charge
(Signature)

Person In Charge
(Print Name)

Date _____

Regulatory Authority
(Signature)Regulatory Authority
(Print Name)

Follow up Needed?	
-------------------	--

Yes No

Page of



FOR OFFICE USE ONLY

EMAIL

NAME OF ESTABLISHMENT

ADDRESS OR LOCATION

	CITY
--	------

MEALS SERVED	B	L	D	C	O
1					
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PURPOSE OF INSPECTION

☐ ROUTINE

☐ PREOPERATIONAL

☐ REINSPECTION

ESTABLISHMENT TYPE

RISK CATEGORY

MEALS OBSERVED B L D C O

ILLNESS INVESTIGATION

☐ TEMPORARY☐ COMPLAINT☐ OTHER:

DATE _____

TIME IN

ELAPSED TIME

TOTAL POINTS

RED POINTS

REPEAT RED

PHONE

OBSERVATIONS AND CORRECTIVE ACTIONS

Item Number	Item Description	Item Price	Item Quantity	Item Total
1	Item 1	10.00	1	10.00
2	Item 2	20.00	1	20.00
3	Item 3	30.00	1	30.00
4	Item 4	40.00	1	40.00
5	Item 5	50.00	1	50.00
6	Item 6	60.00	1	60.00
7	Item 7	70.00	1	70.00
8	Item 8	80.00	1	80.00
9	Item 9	90.00	1	90.00
10	Item 10	100.00	1	100.00
11	Item 11	110.00	1	110.00
12	Item 12	120.00	1	120.00
13	Item 13	130.00	1	130.00
14	Item 14	140.00	1	140.00
15	Item 15	150.00	1	150.00
16	Item 16	160.00	1	160.00
17	Item 17	170.00	1	170.00
18	Item 18	180.00	1	180.00
19	Item 19	190.00	1	190.00
20	Item 20	200.00	1	200.00
21	Item 21	210.00	1	210.00
22	Item 22	220.00	1	220.00
23	Item 23	230.00	1	230.00
24	Item 24	240.00	1	240.00
25	Item 25	250.00	1	250.00
26	Item 26	260.00	1	260.00
27	Item 27	270.00	1	270.00
28	Item 28	280.00	1	280.00
29	Item 29	290.00	1	290.00
30	Item 30	300.00	1	300.00
31	Item 31	310.00	1	310.00
32	Item 32	320.00	1	320.00
33	Item 33	330.00	1	330.00
34	Item 34	340.00	1	340.00
35	Item 35	350.00	1	350.00
36	Item 36	360.00	1	360.00
37	Item 37	370.00	1	370.00
38	Item 38	380.00	1	380.00
39	Item 39	390.00	1	390.00
40	Item 40	400.00	1	400.00
41	Item 41	410.00	1	410.00
42	Item 42	420.00	1	420.00
43	Item 43	430.00	1	430.00
44	Item 44	440.00	1	440.00
45	Item 45	450.00	1	450.00
46	Item 46	460.00	1	460.00
47	Item 47	470.00	1	470.00
48	Item 48	480.00	1	480.00
49	Item 49	490.00	1	490.00
50	Item 50	500.00	1	500.00
51	Item 51	510.00	1	510.00
52	Item 52	520.00	1	520.00
53	Item 53	530.00	1	530.00
54	Item 54	540.00	1	540.00
55	Item 55	550.00	1	550.00
56	Item 56	560.00	1	560.00
57	Item 57	570.00	1	570.00
58	Item 58	580.00	1	580.00
59	Item 59	590.00	1	590.00
60	Item 60	600.00	1	600.00
61	Item 61	610.00	1	610.00
62	Item 62	620.00	1	620.00
63	Item 63	630.00	1	630.00
64	Item 64	640.00	1	640.00
65	Item 65	650.00	1	650.00
66	Item 66	660.00	1	660.00
67	Item 67	670.00	1	670.00
68	Item 68	680.00	1	680.00
69	Item 69	690.00	1	690.00
70	Item 70	700.00	1	700.00
71	Item 71	710.00	1	710.00
72	Item 72	720.00	1	720.00
73	Item 73	730.00	1</	

Violations cited in this report must be corrected within the time frames specified.

Points

Comments

Person In Charge
(Signature)

Person In Charge
(Print Name)

Date _____

Regulatory Authority
(Signature)Regulatory Authority
(Print Name)

Follow up Needed?

Yes

No

County Health/Food Safety Programs in Northwest Washington

COUNTY	WEBSITE	PHYSICAL ADDRESS	PHONE
Clallam	Food Safety	223 East 4 th Street Port Angeles, Washington	(360) 417-2258
Grays Harbor	Food Section	100 West Broadway, Suite 31 Montesano, Washington 98563	(360) 249-4222
Island	Food Program	1 NE 7 th Street Coupeville, Washington 98239	(360) 679-7350
Jefferson	Food Safety	1820 Jefferson Street Port Townsend, Washington 98368	(360) 385-9444
King	Food Protection	401 - 5 th Avenue, Suite 1100 Seattle, Washington 98104	(206) 263-9566
Kitsap	Food Safety	345 - 6 th Street, Suite 300 Bremerton, Washington 98337	(360) 728-2235
Mason	Food Program	415 North 6 th Street Shelton, Washington 98584	(360) 427-9670 x361
Pierce	Food Safety	3629 South "D" Street Tacoma, Washington 98418	(253) 798-6460
San Juan	Food Safety	145 Rhone Street Friday Harbor, Washington 98250	(360) 378-4474
Skagit	Public Health Food Safety	700 South 2 nd Street, Room 301 Mount Vernon, Washington 98273	(360) 336-0474
Snohomish	Food Safety	3020 Rucker Avenue, Suite 104 Everett, Washington 98201	(425) 339-5250
Thurston	Food Safety	412 Lilly Road Northeast Olympia, Washington 98506	(360) 867-2667
Whatcom	Food Safety	509 Girard Street Bellingham, Washington 98225	(360) 778-6000
All other	Washington State Department of Health - Food Safety Contacts		



PART C: Fire Self-Inspection Checklist

This checklist is intended to provide general information only and should not be construed as legal, regulatory, or loss prevention advice. **Fire codes vary greatly between jurisdictions.** Your location may be subject to regulations that are different from, less than, or in addition to, the items on this checklist. Contact your local fire department for specific guidance.

Inspection conducted by: _____ Date of inspection: _____

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. LIFE SAFETY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exits clear of obstacles (i.e. trash, snow, supplies, etc.) and well lit?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exit signs visible and lit?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all emergency lights work? (Test for 30 seconds monthly.)
			II. FIRE EXTINGUISHERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers properly charged?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have extinguishers have been inspected by a manager/employee within the past 30 days?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all extinguishers mounted properly on walls, signed, with unobstructed access?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a Class K extinguisher available in the kitchen specifically for grease and oil fires?
			III. SPRINKLER/ALARM SYSTEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the system has been professionally inspected within the last three months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the system pressurized and the shut off valve accessible and in the open position?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the fire alarm system has been professionally inspected within the past year?
			IV. EXHAUST HOOD/HOOD SUPPRESSION SYSTEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the system has been professionally inspected within the past six months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the manual pull switch accessible and located away from cooking equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the hood last cleaned in accordance with the type of cooking and local fire code?
			V. HOUSEKEEPING/MISCELLANEOUS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the storage area contain as few combustibles as reasonably possible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are stored items at least 18" from the ceiling (with sprinklers) or 24" (without sprinklers)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are pressurized cylinders (i.e. carbon dioxide) secured by chain or rope?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords <i>prohibited</i> (except for holiday lights or temporary use)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable gases and liquids stored properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the dumpster located away from the building?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is combustible material located away from heating equipment (including hot water heaters)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are combustibles (i.e., cardboard boxes) stored away from cooking equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a metal sheet guard or at least 18" space between fryers and other cooking equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the floor, walls and hood adjacent to fryers and cooking equipment free of grease?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the building address clearly visible from the street?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the electrical panel easily accessible and properly marked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all ceiling tiles are in place and not missing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all employees know how to use fire extinguishers and shut off the gas and electricity?

ACTION PLAN			
Assigned to	Date assigned	Date completed	Action needed

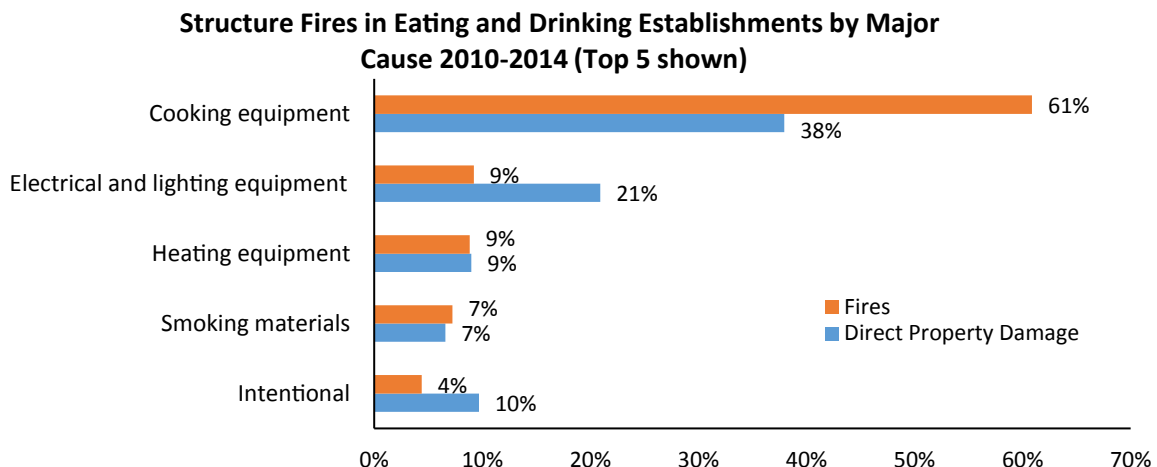


Structure Fires in Eating and Drinking Establishments Fact Sheet

During 2010-2014, an estimated average of 7,410 structure fires in eating and drinking establishments were reported to U.S. fire departments each year. These fires resulted in associated annual losses of:

- Three civilian deaths
- 110 civilian injuries
- \$165 million in property damage

Cooking equipment was the leading cause of fires in these properties, accounting for three out of five fires (61%) and 38% of direct property damage. Electrical distribution and lighting equipment was responsible for 9% of fires, but 21% of direct property damage, while heating equipment was responsible for 9% of fires and 9% of direct property damage. Smoking materials caused 7% of fires and 7% of direct property damage. Four percent of fires had an intentional cause, but these fires caused 10% of direct property damage.



- Deep fryers were involved in one of five fires (21%) and ranges or cooktops were involved in 14% of fires.
- Two-thirds (68%) of fires in eating and drinking establishments were small and did not spread beyond the object of origin.
- Cooking materials were the item first ignited in 43% of the fires in eating and drinking establishments.
- Failure to clean was a factor in 22% of the fires in these properties.

Source: Richard Campbell, *Structure Fires in Eating and Drinking Establishments*. Quincy, MA: National Fire Protection Association Research Group, 2017.

National Fire Protection Association

1 Batterymarch Park,
Quincy, Massachusetts 02169
www.nfpa.org | research@nfpa.org



Business Inspection Checklist

Address

- ☐ Property address must be clearly visible from the roadway (IFC2009 505.1)
- ☐ Electrical boxes, outlets and switches properly covered (IFC2009 605.6)
- ☐ Electrical panels properly covered and latched (IFC2009 605.6)
- ☐ Electrical panel accessible (min. 30" width, 78" height, 36" in depth) (IFC2009 605.3)
- ☐ Extension cords: temporary use only, no piggy backing of cords (IFC2009 605.5)
- ☐ Electrical multi-plug adapters: approved internal circuit breaker type only (IFC2009 605.4.1)

Electrical

- ☐ Electrical boxes, outlets and switches properly covered (IFC2009 605.6)
- ☐ Electrical panels properly covered and latched (IFC2009 605.6)
- ☐ Electrical panel accessible (min. 30" width, 78" height, 36" in depth) (IFC2009 605.3)
- ☐ Extension cords: temporary use only, no piggy backing of cords (IFC2009 605.5)
- ☐ Electrical multi-plug adapters: approved internal circuit breaker type only (IFC2009 605.4.1)

Exits

- ☐ Exit doors unlocked during business hours (IFC2009 1008.19.3)
- ☐ Exit ways free from obstructions and combustible storage (IFC2009 1030.2) Exit signs present at required exits (6" letters) (IFC2009 1011.5.1)
- ☐ Lighted exit signs operating properly (IFC2009 1011.5.2)
- ☐ No storage under unprotected exit stairways (IFC2009 315.2.4)
- ☐ Means of egress must be continuous and cannot be blocked (IFC2009 1003.6)
- ☐ Sufficient egress to meet occupant load is required (IFC2009 1004.1)

Extinguishers

- ☐ Minimum size 2A10BC extinguisher (IFC2009 906.3)
- ☐ Current State Fire Marshal approved inspection tag (NFPA [10])
- ☐ Properly mounted and accessible (height not < 4", nor > 5') (IFC2009 906.9)
- ☐ Correct number, type and size for the use or occupancy (IFC2009 906.3)
- ☐ Dry and wet chemical suppression systems inspected every 6 months (IFC2009 904.5.1/904.6.1)



Business Inspection Checklist

Housekeeping

- ☐ Dispose of combustible waste (IFC2009 304.1)
- ☐ Exterior free of litter and weeds (IFC2009 304.1.1)
- ☐ Oily rags stored in approved containers (IFC2009 304.3.1)

Mechanical

- ☐ No combustibles stored in furnace or boiler room (IFC2009 315.2.3)
- ☐ Furnace, boiler, water heater, etc. are vented to prevent a fire hazard (IFC2009 603.6)
- ☐ Gas meter protected and accessible (IFC2009 603.9)

Smoking

- ☐ Prohibited in warehouse storage areas, other hazardous areas (IFC2009 310.2, 310.8)

Alarm and Sprinkler System (Where Required)

- ☐ Fire and life safety systems are maintained in an operable condition (IFC2009 907.2)
- ☐ Sprinkler shut off readily accessible (IFC2003 508.5.4)
- ☐ All storage 18" below sprinkler head level (IFC2009 315.2.1)
- ☐ Sprinkler systems shall be inspected and tagged annually (IFC2009 901.6.1)

Storage

- ☐ All flammable and combustible liquids to be stored appropriately (IFC2009 3404.3)
- ☐ Compressed gas cylinders must be secured from falling (IFC2009 3003.5.3)
- ☐ No combustible storage in unprotected attics or crawl spaces (IFC2009 315.2.4)
- ☐ Storage maintained 2' below the ceiling in non-sprinkler protected areas (IFC2009 315.2.1)

Structures

- ☐ All suspended ceiling panels in place (IFC2009 703.1)
- ☐ Required fire separation intact (IFC2009 703.1.3)



PART D: Insurance & Safety Self-Inspection Checklist

This checklist covers many of the items typically reviewed during an insurance and safety inspection and can be used to help keep your establishment in compliance between inspections. **Inspection rules vary greatly between local jurisdictions.** Your location may be subject to rules that are different from, less than, or in addition to, the items on this checklist. This document is intended to provide general information only and should not be construed as legal, regulatory, or loss-prevention advice. Contact your local public safety authority or insurance agent for specific questions.

Inspection conducted by: _____ Date of inspection: _____

YES	NO	N/A	I. DINING AREAS
-----	----	-----	-----------------

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is sufficient spacing between tables provided so that employees and customers can easily move about the dining area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are floors clear of debris and moisture? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are gloves changed at critical points? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are floor coverings in good condition, free of slip or trip hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all seating surfaces in good condition, without bent or broken legs or damaged seats? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are exits clearly marked? |

II. BAR

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the bar service area clear of debris and readily accessible to employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are kegs and other heavy items stored such that a minimal amount of bending is required? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is any broken glass or dishware present? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are non-slip mats or other slip resistant floor materials in use behind the bar? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are glasses and bottles stored securely such that they are unlikely to fall or break accidentally? |

III. WALK-IN COOLERS/FREEZERS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the cooler sufficiently lit for safe work? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the door to the cooler open freely from the inside without key or special knowledge? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the area around the door to the cooler free of debris or obstruction? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are floors inside the cooler clean and dry? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is shelving within the cooler properly secured? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are shelves in the cooler overloaded? |

IV. COMPRESSED GAS STORAGE

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cylinders legible marked to clearly identify the contents? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cylinders stored in areas that are protected from external heat sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or tampered with by unauthorized persons? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cylinders supported to prevent them from creating a hazard by slipping, falling or rolling? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are valve protectors/caps in place on cylinders that are not in use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do gas cylinders display any corrosion, cracks, distortions, or other defects? |

Insurance & Safety Self-Inspection Checklist

YES	NO	N/A	
V. KITCHEN			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are knives properly stored to prevent accidental laceration?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all knives properly sharpened and clean?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is appropriate protective equipment provided for employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are nonslip mats present on floor surfaces that may become wet?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are working surfaces (tables, counters, etc.) at a comfortable height for workers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is sufficient working space available for all prep work, cooking and cleaning?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all floor drains clear of debris?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all kitchen machinery in good working order with recommended guards in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are warning signs posted near any potentially hazardous equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are floors clear of debris and moisture?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aprons and protective gloves available to protect against burns and scalds?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are cooktops free of excess grease or other buildup?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable materials and aerosols stored safely away from ignition sources?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a first aid kit available and adequately stocked?
VI. RECORDKEEPING			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are OSHA 300/300A logs maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employee medical, exposure, and training records maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all operating permits and records up-to date?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are records kept of all safety inspections?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are records kept of accident investigations?
VII. WORKPLACE POSTINGS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are OSHA and state-required posters prominently displayed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are safety/warning signs properly posted where appropriate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency phone numbers posted prominently?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency evacuation routes identified and prominently posted?
VIII. SECURITY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are windows and doors free of visual obstruction?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are cash registers centrally located with clear visibility to all areas of the premises?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is interior and exterior lighting sufficient?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are safe drops available to protect excess cash?
IX. MATERIAL HANDLING			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees carry loads in excess of 50 lbs by hand?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are mechanical means provided to carry heavy or awkward loads safely?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aisles and pathways clear of debris and clearly marked?

Insurance & Safety Self-Inspection Checklist

YES	NO	N/A	
-----	----	-----	--

X. HAZARD COMMUNICATIONS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all containers of hazardous substances labeled properly with the product identity and any applicable hazard warnings? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is proper PPE available when necessary to handle chemicals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable and toxic chemicals properly stored in closed containers when not in use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are adequate means readily available for containing spills or overflows properly and safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a list of hazardous substances that are used in your workplace? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all Material Safety Data Sheets up to date and readily available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are Heimlich Maneuver posters in plain view and employees trained, where required by law? |

XI. EXIT ROUTES/STAIRWELLS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all exit routes marked as such and illuminated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are doors, passageways or stairways that do not lead to exits properly marked as "NOT AN EXIT" or with an indication of its actual use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all exits free from obstruction? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all exit doors open from the inside without the use of a key, tool or any special knowledge? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are stairways clearly marked? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are stairwells well lit? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are handrails secure and in good repair? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are stairwell exit doors unlocked as appropriate? |

XII. LADDERS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are non-slip feet intact on each ladder? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are ladder rungs and steps free from grease and oil? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do any ladders have broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are metal ladders legibly marked with signs cautioning against using them around electrical power sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are rungs of ladders uniformly spaced at 12", center to center |

XIII. PARKING/SIDEWALKS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are paved surfaces smooth and free of large cracks or unevenness? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all surfaces free of ice and snow? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are parking spaces clearly marked and sufficiently sized? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are outdoor areas sufficiently lit at night? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are steps and ramps in good repair and free of obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are car stops painted in contrasting colors so they are clearly visible? |

Insurance & Safety Self-Inspection Checklist

YES	NO	N/A	XIV. STORAGE AREAS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are shelves secured and constructed to withstand the maximum designated storage weight?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the maximum storage weight displayed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are shelves secured to prevent tipping or falling?

ACTION ITEMS

Assigned to	Date assigned	Date completed	Action needed