

## Dining Facility Issuance and Clearing Checklist



Food Service Provider :

Food Service Provider POC and Phone :

Date and Time :

**Explain any damages/issues:**

		Issued Acceptable		Cleared Acceptable	
		YES	NO	YES	NO
<b>Interior of Dining Facility</b>					
1	Is area free of tools, equipment , supplies, clutter & debris?				
2	All dining room tables wiped and neatly placed against back wall?				
3	All dining tables are in good condition and not broken?				
4	Garbage is removed and disposed properly at Trash point?				
5	Storage room is swept and mopped clean?				
6	Floors are swept & mopped without any streaks?				
<b>Ovens and Stoves</b>					
7	Ovens are cleared of food and cleaned?				
8	All debris is cleared from behind the equipment?				
9	Each burner is clean of any spills & put back correctly?				
10	Range hoods are wiped down & cleaned w/ stainless steel polish?				
11	Access covers below oven doors are clean?				
<b>Sinks and Basins</b>					
12	Sinks are cleared of food particles, Run HOT water for a few minutes?				
13	All soap is removed?				
14	Sinks are wiped down with no soap scum, stains or foul odors?				
<b>Grills</b>					
15	Top of the grills & bottom shelves are cleaned?				
16	Grease trap and catch is clear of food and grease?				
17	All food debris is cleared from behind the equipment?				
<b>Stainless Steel Tables</b>					
18	Tables are wiped down & cleaned with stainless steel polish?				
19	All food debris is cleared from behind the equipment?				
<b>Steam Tables / Cold Table</b>					
20	Tables are Wiped down and cleaned?				
21	Dry, with no water left in the <b>steam table</b> ?				
22	Clear of food particles & plexi glass is cleaned?				
23	All food debris is cleared from behind the equipment?				
24	Both Steam Table / Cold Table is shut off?				
<b>Refrigeration, Freezer, Walk-In, Ice Machine</b>					
25	Completely empty, NO FOOD? (no exceptions)				
26	All shelves are in the proper location?				
27	Inside walls & shelves are wiped down and cleaned?				
28	Check Ice Machines (plugged in & make sure they are producing ice)				
<b>Warming Ovens</b>					
29	Completely empty, NO FOOD? (no exceptions)				
30	All shelves are in the proper location? (3 per oven)				
31	Inside & outside wiped down and cleaned?				
32	All food debris is cleared from behind the equipment?				
33	Warming oven is turned off?				

<b>Dining Facility Issuance and Clearing Checklist</b>		<b>Issued Acceptable</b>		<b>Cleared Acceptable</b>	
<b>Tilt Skillet</b>					
<b>34</b>	Clear of all food particles, wiped down inside & outside cleaned?				
<b>35</b>	Dry, with no water remaining & Tilt skillet is Turned Off?				
<b>Coffee Machine</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>36</b>	Coffee Urn is clear of filters and grines?				
<b>37</b>	Urn is wiped out and cleaned?				
<b>38</b>	Water is filled in Coffee Urn (at least 1/2 fill)?				
<b>39</b>	Coffee Urn is shut OFF?				
<b>Microwave Oven</b>					
<b>40</b>	Clear of all food residue, the inside is wiped down and CLEAN?				
<b>41</b>	Exterior wiped down and cleaned with stainless steel polish?				
<b>Toaster</b>					
<b>42</b>	Clear of all food particles?				
<b>43</b>	Exterior wiped down and cleaned with stainless steel polish?				
<b>Exterior of Dining Room</b>					
<b>44</b>	Free of tools, equipment, supplies, rubbish, clutter and debris?				
<b>45</b>	All gargbage is removed and disposed properly at trash collection point?				
<b>46</b>	All non-disposable crates clean, organized and neatly stacked?				
<b>47</b>	All trash bins empty and with fresh liner?				
<b>48</b>	All doors secured?				
<b>49</b>	Trash Carts emptied and hosed cleaned				
<b>Issuing</b>	<b>Vendor Name (Print &amp; Sign)</b>			<b>Date</b>	
	<b>COTR Name (Print &amp; Sign)</b>			<b>Date</b>	
	<b>CSTS Representative Name (Print &amp; Sign)</b>			<b>Date</b>	
<b>Clearing</b>	<b>Vendor Name (Print &amp; Sign)</b>			<b>Date</b>	
	<b>COTR Name (Print &amp; Sign)</b>			<b>Date</b>	
	<b>CSTS Representative Name (Print &amp; Sign)</b>			<b>Date</b>	