

## Checklist for Food Service Facilities

The following is a checklist to assist you in conducting a self-inspection of your facility. The checklist focuses on important equipment and practices. **Please refer to the Illinois Department of Public Health (IDPH) Food Service Sanitation Code for additional requirements.**

- Adequate facilities (3 compartment sink or dish machine) for washing/sanitizing equipment and surfaces - bucket for wiping cloths
- Handsink, hot water, soap and paper towels (for handwashing - 20 seconds)
- Detergent, sanitizer (chlorine, iodine or quaternary ammonia [quat]) and appropriate test strips provided
- Metal stem thermometer accurate to +/-2°F and reads 0 to 220°F
- Equipment and utensils which are in good condition (no chips, pits, etc.)
- Equipment and utensils must be washed AND sanitized between uses or at least daily
- Sufficient refrigeration to hold **cold, potentially hazardous foods at 41°F or below**
- Hot holding devices must be provided to maintain **hot, potentially hazardous foods at 135°F or above**
- Food shall be from an approved source (labeled and stored in food grade containers) and prepared in a licensed food service facility
- Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold all garbage and refuse that accumulates - must be covered when not in use or filled
- Food, utensils and food equipment stored 6" above the floor
- Provide facilities to dump wastewater and/or used grease (e.g. mop sink/grease trap)
- Provide enough utensils to avoid bare hand contact with ready-to-eat foods (e.g. gloves, deli tissues, tongs, etc.)
- Enough coolers, freezers and hot holding units (with indicating thermometers) to keep foods at proper temperatures at all times
- All openings to outside sealed (no light should be able to be seen through the cracks)
- All toxic chemicals stored in a separate area away from food and food prep surfaces
- Category III** (high risk) facilities must have a certified food service sanitation manager on the premises *at all times* potentially hazardous foods are being handled. **Category II** (medium risk) facilities must employ a minimum of *one full-time* certified food sanitation manager. **Category I** (low risk) facilities *do not require* a certified food service sanitation manager.



# Food Safety Guidelines



## Population Health Services

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## The Basics of Food Safety

The following guidelines have been developed to provide an educational approach on how to reduce the risk of foodborne illness at food service facilities in Lake County. These guidelines comply with the standards set by the Illinois Department of Public Health (IDPH) Food Service Sanitation Code (1998), the Lake County Board of Health Regulation of Food Service Facilities Ordinance and the Lake County Food Program Administrative Procedures and Policies. These guidelines do not cover every situation, therefore, additional requirements may be necessary to impose regulations beyond those stated in this booklet in order to protect public health.

### Potentially Hazardous Foods

“Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include foods which have a pH level of 4.6 or below or a water activity ( $a_w$ ) value of 0.85 or less.”

The following are examples of potentially hazardous foods (list is not all-inclusive):

- Beef, Pork, Lamb
- Turkey, Chicken, Duck
- Milk and milk products (cheese)
- Unpasteurized Shell Eggs/Liquid Eggs
- Fish
- Oyster, clams, mussels\*
- Lobster, Crab, shrimp
- Garlic and oil mixtures
- Cooked vegetables
- Sprouts and raw seeds
- Sliced melons/tomatoes
- Tofu/Soy-Protein Foods
- Cooked rice, potatoes, beans
- Meat, egg, potato and pasta salads



\*Shell stock and shucked shellfish shall be kept in the container in which they were received until they are used. Each shell stock identification tag must have the date of delivery of the tag and remain attached to the original shellfish container until empty and kept for ninety (90) days after used (Section 750.110, Item 2).

### Management Sanitation Training and Certification

The requirement for the operational supervision of a certified food service sanitation manager in a food service facility varies depending on the facility's risk categorization. (See Checklist on page 8 for specific requirements.)

- New category II & III facilities shall have a certified food service manager from the initial day of operation or shall provide documentation of enrollment in an approved course to be completed within three (3) months.
- Facilities not in compliance due to employee turnover or other loss of certified personnel shall have three (3) months from loss of certified personnel to comply (Section 750.540, Item 45).

## General Food Safety



- All food must come from an approved source and in sound condition with no spoilage. Cans that are bulging, rusted, dented on the seams, or badly dented shall not be used for human consumption (Section 750.100, Item 1).
- The use of home prepared (including canned food) is prohibited (Section 750.100, Item 1).
- All bulk foods must be labeled with the common name if not stored in original container (Section 750.130, Item 2).
- Refrigerated and hot storage units shall be provided with indicating thermometers, accurate to +/- 3°F located at the warmest/coolest part of the unit and located to be easily readable (Section 750.140/150, Item 5).
- Thoroughly wash all fruits and vegetables before cooking or serving to prevent cross contamination. Do not store food or equipment under exposed/unprotected sewer lines or in toilet rooms (Section 750.130, Item 7). The IDPH recommends even washing pre-washed items.
- Food not subject to further washing or cooking shall be stored in a way that protects it against cross contamination from food requiring washing or cooking. Store all raw foods below ready-to-eat foods (750.130, Item 7).
- Protect foods from contamination by covering when not in use. Store all foods, equipment and utensils a minimum of six (6) inches above the floor to protect it from contamination and permit easy cleaning (Section 750.130, Item 8).
- Dispensing utensils shall be stored in the food/ice with the handle out of the food, stored clean and dry; or stored in a running dipper well (Section 750.280, Item 10).
- Per the LCHD/CHC, employees may have drinks while working as long as they are stored away from food and food prep surfaces and provided with a lid and a straw to prevent cross contamination (Section 750.530, Item 12).
- Equipment, utensils and single service articles shall be corrosion resistant, non-absorbent, smooth, easily cleanable and durable under normal use (Section 750.600, Items 14 & 15).
- Floors (including drains), walls, ceilings and attached equipment shall be maintained in good repair and cleaned as often as necessary to prevent to accumulation of debris (Section 750.1200/1210/1220, Items 36 & 37).
- Protective light shielding shall be provided in all areas where food/equipment is prepared or stored (Section 750.1240, Item 38).

### **Mechanical Cleaning/Sanitizing Procedures** (Section 750.830, Items 16-20)

Dishmachines must be properly installed and in good repair (including an accurate indicating thermometer for each tank (180°F final rinse for those without chemicals). Use same sanitizer concentrations as listed on page 5 for chemical dishmachines. Proper wash water temperatures are as follows: chemical (120°F) and hot water (150°F).



### **Water Supply** (Section 750.1000/1120, Item 27)

Enough potable (drinkable) water must be available for cooking and cleaning. The water source must be in compliance with the state and local codes. Hot and cold running water shall be provided at all times.

### **Sewage Disposal** (Section 750.1050, Item 28)

All sewage should be disposed of into public/sanitary sewers or an approved sewage disposal system constructed and operated in conformance with the state and local codes. Do not dispose of mop water outside or in storm sewers.

### **Plumbing** (Section 750.1060/1080, Items 29 & 30)

All plumbing shall be sized, installed and maintained in accordance with the state and local codes. There shall be no cross-connection between safe-water supply and any unsafe/questionable water supply. A hose shall not be attached to a faucet unless a backflow prevention device is installed. An air gap (2 times the diameter of the inlet) or a backflow prevention device must be provided on three compartment sinks, food prep sinks and ice machines.

### **Toilet Facilities** (Section 750.1110, Items 31 & 32)

A sufficient number of toilet facilities shall be provided and easily accessible for all food service workers. They shall be provided with tight-fitting, self closing doors and handsinks with hot water, soap and paper towels.

### **Garbage and Refuse** (Section 750.1130, Items 15, 33 & 34)

A sufficient number of clean, leak/pest-proof covered receptacles shall be provided to dispose of garbage and refuse. Dumpsters shall be provided with tight-fitting doors, lids or covers and covered when not in use. Dumpster areas shall be kept clean and free of debris.



### **Insect and Rodent Control** (Section 750.1160/1170, Items 35 & 42)

The premises shall be kept in such condition to minimize/prevent harborage or feeding of insects and rodents. Outer openings shall be protected against the entrance of pests with tight-fitting, self-closing doors, screens or controlled air currents.

### **Toxic Chemicals (Permitted, Labeled, Used and Stored)**

(Section 750.1290/1300/1310/1320, Item 41)

Only approved chemicals necessary for use at a facility are permitted and all toxic chemicals must be properly labeled, used and stored to prevent accidental contamination of food, equipment and utensils. (Commercially available pesticides, such as Raid®, are NOT approved for use in food service facilities.)



### **Food Protection**

- Hold all **HOT** potentially hazardous foods at **135°F or above** at all times (Section 750.150, Item 3).
- Hold all **COLD** potentially hazardous foods at **41°F or below** at all times (Section 750.140, Item 3).
- Hold all **FROZEN** potentially hazardous foods at **0°F or below** at all times (Section 750.140, Item 3).
- **THAW** potentially hazardous foods **under refrigeration (41°F or below)**, under cold (70°F or below) running water, in a microwave followed by immediate cooking, or as part of the cooking process (Section 750.240, Item 6).
- **COOL** all potentially hazardous foods from **135°F to 70°F within 2 hours;** and **70°F to 41°F or below within 4 more hours - total of 6 hours** (Section 750.140, Item 3).
- **REHEAT** all potentially hazardous foods rapidly to **165°F or above** (Section 750.210, Item 3). Note - steam tables, Bain-maries and warmers are prohibited for reheating.

### **Cooking Potentially Hazardous Foods** (Section 750.180, Item 3)

- Shell eggs (for immediate service), fish, and meat:  
**145°F or above for 15 seconds**
- Pork and game animals, comminuted fish and meats, injected meats, and shell eggs (not for immediate service):  
**155°F or above for 15 seconds**
- Field-dressed wild game animals, poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, or stuffing containing fish, meat, or poultry:  
**165°F or above for 15 seconds**
- Roast beef and corned beef:  
**130°F or above for 121 minutes**



### **Product Thermometers** (Section 750.230, Items 5 & 14)

Provide a metal stem thermometer, accurate to +/- 2 degrees to verify internal temperatures of potentially hazardous foods. It should read from 0 to 220°F.

To check the accuracy, place the metal stem in a glass of ice water. If accurate it should read 32°F. If not, turn the nut below the display with a wrench to adjust the dial to read 32°F. Digital thermometers cannot be adjusted.

### **Consumer Advisory** (Section 750.110, Item 2)

If a facility offers any raw or under-cooked animal food in ready-to-eat form the operator shall advise consumers of the increased health risk of eating such foods in raw or under-cooked form, especially for certain populations.

1. If routinely offered (e.g. steak tartare or Caesar dressing containing raw unpasteurized eggs), the consumer advisory shall clearly identify the food item that contains the raw or under-cooked animal food.
2. If not routinely offered, but serve meat, eggs and seafood upon the request of a customer, a general advisory needs to be posted.
3. The consumer advisory may be in the form of a brochure, deli case or menu advisory, label statement, table tent, placard or other written notification that is visible to patrons. The advisory must include the following:

**“The Illinois Department of Public Health advises that eating raw or under-cooked meat, poultry, eggs or seafood poses a health risk to everyone, but especially to the elderly, young children under age four, pregnant women, and other highly susceptible individuals with compromised immune systems. Thorough cooking of such animal foods reduces the risk of illness. For further information, contact your physician or the Lake County Health Department and Community Health Center at 847.377.8040.”**

### **Food Preparation** (Section 750.160)

In an effort to prevent the transmission of pathogenic organisms from humans, food shall be prepared with the least possible manual contact, with suitable utensils and on surfaces that prior to use have been washed, rinsed and sanitized to prevent cross-contamination (Items 7 & 9)

- Food employees shall avoid direct contact (i.e., using bare hands) with ready-to-eat food whenever possible and, to the extent possible, shall handle ready-to-eat food only with suitable utensils such as deli tissue, spatulas, tongs, or single-use gloves. Handling of ready-to-eat food with suitable utensils is not a substitute for proper hand washing. Use of utensils, including deli tissue, spatulas, tongs or single-use gloves, shall be preceded by thorough handwashing (Items 9 & 12).
- If gloves are used to handle ready-to-eat food, they shall be single-use gloves, i.e., shall be used for only one task (preparing/handling ready-to-eat food), shall be used for no other purpose and shall be discarded when damaged or soiled or when interruptions occur in operations (Item 12).
- If a worker has any cuts or wounds on hands, the cut/wound must be bandaged and gloves must be worn.



### **Employee Health** (Section 750.500, Item 11)

Food handlers shall not handle food if they have an illness that is communicable through food, such as:

- Any illness with diarrhea
- Cold or flu-like illnesses
- Hepatitis or jaundice
- Infected cuts, burns, or lesions

### **Handwashing Facilities** (Section 750.1120, Items 27, 31 & 32)

To encourage thorough washing of hands throughout the day, handwashing sinks must be accessible and provided with warm water (metering faucets shall provide flow for 15 seconds), soap and paper towels at all time. Hands shall be washed for a minimum of 20 seconds.



### **Employee Practices** (Section 750.530, Item 12)

Unsanitary practices may result in food contamination and could lead to foodborne illness. Employees must wash hands thoroughly with soap and warm water; and dry hands with a paper towel. Employees may eat, drink or smoke in designated areas only; away from food and food contact areas. Employees must wash hands after any possible contamination such as:

- After using the bathroom
- After eating, drinking or smoking
- After handling **raw** foods
- Before starting work
- After coughing or sneezing
- After using any cleaners/chemicals

### **Employee Clothing and Hair Restraints** (Section 750.520, Item 13)

Employees shall always wear clean uniforms and have their hair properly restrained to prevent the contamination of food or food contact surfaces.

### **Cleaning/Sanitizing Procedures** (Section 750.820, Items 16-20, 27, & 41)

Food contact surfaces must be washed, rinsed and sanitized after each use. Non-food contact surfaces must be cleaned as often as necessary to be kept free of accumulation—at least once a day (Section 750.800, Items 22 & 23)

**PRESCRAPE**—remove food particles and soil

**WASH**—hot, soapy water

**RINSE**—clean, warm water to remove detergents

**SANITIZE\***—one minute in clean, warm (at least 75°F) water at:

- 50 ppm chlorine OR
- 12.5 ppm iodine OR
- 200 ppm quaternary ammonia (quat)

**AIR DRY**—on the drainboard/sink as using a towel may recontaminate the surface (Section 750.840, Item 24)

\*Use a test kit to measure the proper concentration

### **Wiping Cloths** (Section 750.810, Item 21)

Moist cloths and sponges used for wiping food spills shall be clean and rinsed frequently in sanitizing solution. These cloths and sponges shall be stored in the sanitizing solution between uses (100 ppm chlorine, 25 ppm iodine, 200 ppm quat).

