FOOD SERVICE PEST REFERENCE · FREE TOOL

# Station-by-Station Self-Inspection Checklist

Walk the kitchen the way an inspector does, station by station, in ten minutes a week and two minutes a day. Each item is a place a pest line on a Salt Lake County report comes from.

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**How to use this document**

Daily items are for the opening or closing manager and take two minutes. Weekly items take about ten minutes and are best done before a delivery day. Check the box, write what you found in the note line, and move anything that needs a part, a tool or a vendor into the corrective-action log in the Records Binder. The items follow the lines inspectors actually write most (door gaps, propped doors, holes around pipes, dead pests, fly strips over food, store-bought spray, flies, cockroaches). Not legal advice; the inspector decides what passes.

## Daily: back door and receiving (2 minutes)

- ☐ Back door closed and latched; no daylight under or around it; self-closer working
  Note:
- ☐ No cardboard, pallets or empty boxes stacked inside the door or in the hall
  Note:
- ☐ No store-bought insect spray, fogger or bait anywhere in the building (check under sinks and on shelves)
  Note:
- ☐ No fly strip, sticky trap or insect light over food, prep tables, the drink station or clean dishes
  Note:
- ☐ Dumpster lid closed; pad free of spilled food and standing liquid
  Note:

## Daily: line and dish area (2 minutes)

- ☐ No live or dead insects on the floor, under the dish machine, behind the line or in the drain covers; if any, removed and logged
  Note:

- [ ] No flies in the dish area or over the line; drain covers in place

  Note:

- [ ] Floor under and behind the line swept; no food or grease build-up at the wall base

  Note:

- [ ] Mop heads hung to dry; mop bucket emptied; mop sink clean

  Note:

## Weekly: dry storage

- [ ] All open product in lidded containers; nothing in paper bags on the floor

  Note:

- [ ] No webbing, clumping, fine dust or small moths in flour, rice, grain, spices, dried chiles or pet food (check the oldest stock first)

  Note:

- [ ] Shelves and floor vacuumed, including the cracks where shelving meets the wall

  Note:

- [ ] Pheromone monitor for pantry moths present and dated; count written down

  Note:

- [ ] No holes or gaps where pipes or conduit enter the wall; no gap at the base of the wall

  Note:

## Weekly: walk-in and reach-ins

- [ ] Floor under and behind every reach-in and the walk-in evaporator clean and dry; no fermenting puddles

  Note:

- [ ] No cardboard stored in the walk-in; produce rotated and overripe product out

  Note:

- [ ] Door gaskets intact; no gap at the walk-in threshold

  Note:

- [ ] Motor compartments of reach-ins and the ice machine checked for cockroach droppings, egg cases or live insects

  Note:

## Weekly: drains and dish area

- [ ] Every floor drain cover lifted; drain body and first run of pipe scrubbed with a stiff brush and a drain cleaner meant for organic film (boiling water alone does not do this)

  Note:

- [ ] Drain under the dish machine and glass washer scrubbed

  Note:

- [ ] No drain flies on the walls near drains; if present, the drain was missed

  Note:

- [ ] Grease interceptor area clean; lid sealed

  Note:

## Weekly: bar and front of house

- [ ] Bar mats, drip trays, speed rails and the floor under them washed; no sticky film

  Note:

- [ ] Recycling rinsed and taken out; no fruit flies at the bins

  Note:

- [ ] Patio bussed and hosed; no bird droppings accumulating on rails, ledges or the pad; no nests in vents or signage

  Note:

- [ ] Restroom floor drains scrubbed; no pests in the restrooms

  Note:

## Weekly: exterior

- [ ] Every exterior door: tight sweep, intact weatherstrip, closer works, no daylight; screens intact on anything that opens

  Note:

- [ ] Every pipe, conduit, vent and cable penetration sealed (no opening larger than 1/4 inch)

  Note:

- [ ] Dumpster lid closes; grease bin not overflowing; pad clean; pickup schedule keeping up in summer

  Note:

- [ ] Vegetation and stored items a foot or more off the building; no standing water

  Note:

## Weekly: records

- [ ] Sightings log, corrective-action log and monitor log up to date; service report from the last visit filed

  Note:

- [ ] Any county report line still open has a date and a name in the corrective-action log

  Note:

- [ ] Staff who started this month have signed the training page

  Note: