

Restaurant Self-Inspection Checklist

Community Insurance offers Tailored Protection for restaurant operations to protect your business. We are here to protect you and your staff and make sure you can continue after a loss. Keeping your protection in mind here's a checklist to prevent most common missteps for your business.

Kitchen

- All interior trash containers should be emptied to the exterior dumpster at closing – daily
- Filters and the hood should be cleaned – weekly
- The plenum duct should be cleaned by a recognized cleaning service – quarterly
- The Fire suppression system should be serviced – semi-annually
- Filters should be baffle type
- A wet chemical fire extinguisher should be hung in a visible and accessible location within the kitchen
- If the fryer is next to an open flame unit(s), a metal baffle plate should be installed between the fryer and open flame unit
- The light bulbs in the hood and ceiling in the food prep areas should be equipped with protective covers

Food Storage

- All foods should be kept covered when not attended
- Refrigeration units should be no more than 40 degrees
- Freezers should be 0 degrees or less
- The door seals on the walk-in units should not be worn and should be free of cracks
- All light bulbs in the walk in units should be equipped with moisture proof fittings
- The compressors should be maintained on a regular basis

Storage

- Stock should be kept a minimum of 18 inches from the ceiling
- Stock should be kept a minimum of 36 inches from the gas water heaters
- Stock should be kept a minimum of 36 inches from all electric panels
- Tape should not be placed over circuit breakers

Notices

- Business license and Liquor/Beer license (if applicable) should be posted in visible and accessible locations
- All restrooms should have hand washing signs
- A sweep log should be kept within each restroom (time checked)
- Wet Floor signs used for all spills and wet mop cleanups

