CHECKLIST | RESTAURANT SAFETY

Presented by The Insurance Market

Date: **Review conducted by:**

Area:

It's natural for a restaurant's structure to suffer from deterioration and aging processes as the years progress. However, these defects should not be overlooked; such structural flaws could lead to an increased likelihood of damage in the case of a natural disaster (e.g., earthquake, flood, tornado) or cause a fatal accident (e.g., fire, chemical spill, gas leak) if left untreated. In addition, a lack of attention to a restaurant's interior and housekeeping practices places the safety of the building owner, employees and occupants at risk. Therefore, it is vital to be aware of the overall condition of your restaurant. To ensure your restaurant's safety, reputation and overall performance, take a look at the following structural checklist:

BUILDING EXTERIOR	YES	NO	N/A
Is the building's address/identification clearly visible?	☐	☐	☐
Are all exterior lighting fixtures functioning properly?	☐	☐	☐
Do all sides of the building have access to emergency equipment?	☐	☐	☐
Are the exterior walls clear of cracks or other damage?	☐	☐	☐
Are all windows clear of cracks or broken panes?	☐	☐	☐
Have all paved surfaces been inspected and repaired (if necessary)?	☐	☐	☐
Are all available stairs, landings and handrails in good condition?	☐	☐	☐
Are all sewer clean-out caps properly placed?	☐	☐	☐
Do entrance doors close at the proper speed to avoid finger hazards?	☐	☐	☐
Does the roof have any debris, drainage or physical damage?	☐	☐	☐
Does the roof appear to be suffering from structural deformation?	☐	☐	☐
Are the roof shingles in good condition?	☐	☐	☐
Are all gutters, vents, drains, skylights, etc., in good condition?	☐	☐	☐
Does the building have a documented annual inspection protocol in place?	☐	☐	☐

BUILDING INTERIOR—ELECTRIC, HEATING AND AIR CONDITIONING	YES	NO	N/A
Have all electrical panels been secured?	☐	☐	☐
Are all electrical circuits and switches in good condition?	☐	☐	☐

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice.
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Does the building have a lockout procedure in place?	☐	☐	☐
Are all thermostats in good condition?	☐	☐	☐
Are all vents, units and filters clean?	☐	☐	☐
Are the furnace/boiler rooms kept locked and free from any combustible storage?	☐	☐	☐
Are any pipes leaking or in need of repair?	☐	☐	☐
Is any electrical supply damaged or in need of repair?	☐	☐	☐
Are all extension cords equipped with a ground prong?	☐	☐	☐
Are power cords for small appliances equipped with a ground prong?	☐	☐	☐
Are cleaning equipment power cords equipped with a ground prong?	☐	☐	☐
Are all circuit breaker switches accurately labeled?	☐	☐	☐
Are all circuit breaker boxes clear of obstruction? There should be no material stored in front of the access panel or within 30 inches of it.	☐	☐	☐
Are face plates installed on all electrical receptacles and light switches?	☐	☐	☐
Do all light fixtures contain bulbs? Are they properly covered?	☐	☐	☐

BUILDING INTERIOR—PLUMBING	YES	NO	N/A
Are there any leaks in exposed pipes?	☐	☐	☐
Are there any signs of corrosion on any pipes (green stains near shut-off valves)?	☐	☐	☐
Is the water pressure in good condition?	☐	☐	☐
Is the drainage speed in good condition?	☐	☐	☐
Do the toilets flush properly or contain all necessary parts?	☐	☐	☐
Does the burner chamber of the water heater function correctly?	☐	☐	☐
Does the caulking need to be replaced?	☐	☐	☐
Is there any mildew in areas where water may stand for long periods?	☐	☐	☐
Are there any cracks in the toilets or sinks?	☐	☐	☐
Are all the faucets in good condition?	☐	☐	☐

BUILDING INTERIOR—SPRINKLER SYSTEM	YES	NO	N/A
Does the building have an automatic sprinkler system?	☐	☐	☐
Does the sprinkler system have an accessible control valve?	☐	☐	☐
Is the sprinkler system tested on a quarterly basis?	☐	☐	☐
Are there at least 18 inches of clearance between the sprinkler heads and any stored materials?	☐	☐	☐
Is the system inspected by a qualified technician at least once annually?	☐	☐	☐
Are there at least 3 feet of clearance around the sprinkler system main control valve?	☐	☐	☐

CHEMICAL SAFETY	YES	NO	N/A
Do all employees have a right to know what chemicals they work with? Are employees aware of what the chemical hazards are and how to handle them safely?	☐	☐	☐
Are safety data sheets in a general place where all employees can access them at any time?	☐	☐	☐
Are chemical containers labeled with contents and hazards?	☐	☐	☐
Is there an eyewash station nearby? Is it labeled so employees know where it is located? Is it checked monthly?	☐	☐	☐
Are all cleaning chemicals appropriately stored and labeled?	☐	☐	☐
Are all chemicals stored away from food and other food-related supplies?	☐	☐	☐

FIRE PREVENTION AND LIFE SAFETY	YES	NO	N/A
Does the building have a fire detection system?	☐	☐	☐
Does the fire detection system protect the entire building?	☐	☐	☐
Does the fire detection system provide a proper alarm signal within the building?	☐	☐	☐
Is the fire detection system tested on a monthly basis?	☐	☐	☐
Are portable fire extinguishers mounted properly in strategic locations?	☐	☐	☐
Are portable fire extinguishers inspected by a qualified technician at least once a year?	☐	☐	☐
Are all fire extinguishers in working order and adequately charged?	☐	☐	☐

Are there at least 3 feet of unobstructed access to all portable fire extinguishers?	☐	☐	☐
Does the automatic extinguishing system have a current inspection tag?	☐	☐	☐
Are all combustibles kept away from heat sources?	☐	☐	☐
Are all exits and travel paths easily accessible/identifiable?	☐	☐	☐
Are all non-exit doors clearly marked as “Not an Exit”?	☐	☐	☐
Are all exits unlocked during business hours and operational?	☐	☐	☐
Are all emergency lights functioning properly?	☐	☐	☐
Are emergency lights and systems tested periodically?	☐	☐	☐
Are appropriate evacuation plans displayed throughout the building?	☐	☐	☐
Is a first-aid kit stocked and accessible?	☐	☐	☐

STORAGE ROOMS/WALK-IN COOLERS AND FREEZERS	YES	NO	N/A
Are all dried goods stored at a temperature between 50-70 degrees Fahrenheit?	☐	☐	☐
Are carbon dioxide gas systems maintained and in good working condition?	☐	☐	☐
Are storage racks strong enough to support the weight of bulk materials stored on them?	☐	☐	☐
Are storage racks secured properly to prevent tipping over when loaded?	☐	☐	☐
Are all food and paper supplies stored 6-8 inches off the floor?	☐	☐	☐
Are supplies securely stacked?	☐	☐	☐
Is all food labeled with name and delivery date?	☐	☐	☐
Is the first-in, first-out method of inventory being practiced?	☐	☐	☐
Is there a system in place to ensure there are no bulging or leaking canned goods in storage?	☐	☐	☐
Is all food protected from contamination?	☐	☐	☐
Are the refrigerator and freezer thermometers accurate?	☐	☐	☐
Is food stored 6 inches off the floor in walk-ins?	☐	☐	☐

Is all food properly wrapped, labeled and dated?	☐	☐	☐
Are the floor surfaces outside the walk-in cooler or freezer textured to prevent slips and falls?	☐	☐	☐
Are the floor surfaces in the walk-in cooler or freezer free of ice buildup?	☐	☐	☐
Do the doors of the walk-in cooler or freezer have an interior release mechanism that is in working condition?	☐	☐	☐
Are lights in the walk-in cooler or freezer working properly?	☐	☐	☐
Are pathways clear of trip hazards?	☐	☐	☐
Are floors clear of standing water or ice?	☐	☐	☐
Are the air conditioning condensers working properly?	☐	☐	☐
Are light covers in place?	☐	☐	☐

MATERIAL HANDLING	YES	NO	N/A
Are dollies or push carts available for carrying heavy bulk items? Are they in good condition?	☐	☐	☐
Are wheeled casters available for garbage cans? Are they in good condition?	☐	☐	☐

LADDERS AND STEPLADDERS	YES	NO	N/A
Are employees trained in ladder safety?	☐	☐	☐
Are stepladders and step stools available?	☐	☐	☐
Are ladders in good condition?	☐	☐	☐
Are ladders stored properly and secured when not in use?	☐	☐	☐
Are roof ladders always locked to prevent access?	☐	☐	☐
Are the appropriate ladders used for tasks?	☐	☐	☐

FLOORS AND WALKING SURFACES	YES	NO	N/A
Do all employees wear approved slip-resistant footwear?	☐	☐	☐
Are all floor surfaces in good condition?	☐	☐	☐

Are all floor mats or carpets in good condition?	☐	☐	☐
Are all steps or stairs in good condition?	☐	☐	☐
Are primary walkways free of obstructions?	☐	☐	☐
Is there adequate lighting in all areas of the restaurant?	☐	☐	☐
Has a slip test using a slip reader been conducted in the past year?	☐	☐	☐
Are floors around the ice machines free of standing water and ice cubes?	☐	☐	☐
Are floors around the sink areas free of standing water?	☐	☐	☐
Are floor drains adequately covered and secured?	☐	☐	☐

EQUIPMENT/APPLIANCE SAFETY	YES	NO	N/A
Is the grease filtration system properly working?	☐	☐	☐
Is the grease shuttle device in good working condition?	☐	☐	☐
Is there adequate personal protective equipment available for employees changing the grease from the fryers?	☐	☐	☐
Are all appliances working properly? This includes the dishwasher and trash compactor.	☐	☐	☐
Are heat-resistant potholders utilized?	☐	☐	☐
Is all equipment sanitized between uses?	☐	☐	☐
Are small equipment and utensils air-dried?	☐	☐	☐
Are work surfaces clean to sight and touch?	☐	☐	☐
Are work surfaces washed and sanitized between uses?	☐	☐	☐
Are thermometers washed and sanitized between uses?	☐	☐	☐
Is the can opener clean to sight and touch?	☐	☐	☐
Is the food slicer clean to sight and touch?	☐	☐	☐
Is the food slicer sanitized between uses and when using potentially hazardous foods?	☐	☐	☐
Are drawers and racks clean?	☐	☐	☐

Is small equipment inverted, covered or otherwise protected from dust or contamination while stored?	☐	☐	☐
Are box cutters or knives stored away when not in use?	☐	☐	☐
Is there a separate container to place knives that need to be washed?	☐	☐	☐
Is there a dress code in place for employees who cook? This includes not wearing loose-fitting clothing, tying long hair back and removing dangling jewelry and rings.	☐	☐	☐
Is there an adequate number of wet-floor and caution signs available? Are they in good condition?	☐	☐	☐

FOOD HANDLING	YES	NO	N/A
Is frozen food thawed under refrigeration or in cold running water?	☐	☐	☐
Is food tasted using proper methods?	☐	☐	☐
Are there procedures in place to avoid cross-contamination?	☐	☐	☐
Is food handled with utensils, clean gloved hands or clean hands?	☐	☐	☐
Are utensils handled to avoid touching parts that will be in direct contact with food?	☐	☐	☐

GARBAGE STORAGE AND DISPOSAL	YES	NO	N/A
Are the kitchen garbage cans clean?	☐	☐	☐
Are garbage cans emptied when necessary?	☐	☐	☐
Are boxes and containers removed from the site?	☐	☐	☐
Are the loading dock and area around the dumpster clean?	☐	☐	☐
Is the dumpster closed?	☐	☐	☐

PEST CONTROL	YES	NO	N/A
Are the screens on open windows and doors in good repair?	☐	☐	☐
Is there no evidence of pests?	☐	☐	☐

CLEANING AND SANITIZING	YES	NO	N/A
Is a three-compartment sink used? Is it set up properly for ware washing?	☐	☐	☐

Is a chlorine test kit or thermometer used to check sanitizing rinse?	☐	☐	☐
Are water temperatures accurate?	☐	☐	☐
If heat sanitizing, are utensils allowed to remain immersed in water that is 170 degrees Fahrenheit for at least 30 seconds?	☐	☐	☐
If chemical sanitizing, is the proper dilution used?	☐	☐	☐
Is the water clean and free of grease and food particles?	☐	☐	☐
Are wiping cloths stored in sanitizing solution while in use?	☐	☐	☐
Are spills or dropped items cleaned up promptly?	☐	☐	☐