



The following checklists are used to determine the applicable fee, initial risk category and readiness for opening. The Health Department will supply you with any written procedures you don't have.

**Type of Ownership**

- Individual
- Firm
- Corporation
- Partnership
- Organization
- Not for profit institution
- Other \_\_\_\_\_

**Type of Food Service**

- Restaurant (diner, cafeteria, etc.)
- Tavern with kitchen facilities
- Tavern with prepackaged food only
- Retail food store and/or meat market
- Catering (food prepared on or off premises food consumption)
- Other \_\_\_\_\_

**Retail Food Store Area**

- 1 – 4,999 sq. ft.
- 5,000 – 15,000 sq. ft.
- >15,000 sq. ft.

**Seating**

- 0 – 50 people
- 51 – 75 people
- 76 – 100 people
- >100 people

**Days of Operation**

- Full time-more than 182 days per year
- Seasonal-less than 182 days per year and will serve food on days not necessarily covered by temporary events such as holidays, fairs, carnivals, fund-raisers, etc.
- Temporary-open only for single events (holidays, fairs, carnivals, fund-raisers, etc.) of no more than 14 consecutive days

**Facility Type I**

- Building under construction-a plan review has been submitted
- Major renovation to existing facility-a plan review has been submitted
- Minor changes to existing food facility
- No changes to existing facility

**Facility Type II**

- Mobile unit with contained water and sewage system
- Pushcart
- Mobile unit or pushcart operates from a commissary area
- Pavilion or kiosk with no fixed plumbing fixtures
- Pavilion or kiosk with fixed plumbing

**Water, Plumbing and Restrooms**

- Plumbing fixtures have been checked by the State Plumbing Inspector
- Water meets EPA or IDPH standards
- If on public water supply, the water district is: \_\_\_\_\_
- Food facility sewage goes to an approved EPA or IDPH septic system
- A grease interceptor is used
- There is a three-compartment sink for dishwashing
- There is a mechanical or chemical dishwasher (optional)
- There is at least one hand washing sink for employees in the food service area
- There is a mop sink
- Hand washing sink, three-compartment sink and mop sink have hot and cold running water
- Approved sanitizers and test strips are used as required
- Restrooms have self-closing doors
- Restrooms have soap, hand-drying services and hot and cold running water

**Food Protection Facilities**

- All refrigerators have thermometers and can maintain temperatures under 41°F
- All freezers have thermometers and can maintain temperatures at or under 0°F
- Hot and/or cold holding areas (including buffets) can maintain correct holding temperatures
- All outer openings are protected against entrance of insects and animals
- There are covered waste cans and/or dumpsters
- The dumpster is on wheels or on a cement pad
- A licensed pest control company will service the facility

**Operation of Facility**

- There is a written procedure in place for employees who use bare hand contact on ready to eat foods
- There is a written procedure in place in case of a boil order
- There is the IDPH advisory on undercooked foods posted
- There is a written procedure on how to cool and reheat potentially hazardous foods
- There is a policy on how to handle sick employees or those with cuts, scabs or boils on hands, arms, or faces
- There is a written procedure on hot and cold holding temperatures
- The majority of people served are either the elderly or young children
- List the name(s), certification number(s), and expiration date(s) of all employees who are Food Service Sanitation Managers: \_\_\_\_\_

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**Foods Prepared, Served and/or Sold**

- All food is obtained from approved processing facilities
- All food is prepared the same day as served
- All leftover food is discarded at the end of the day
- Some food is prepared for the next day
- Some food(s) are made in large kettles the day before serving such as soups
- Only prepackaged foods are available or served
- Food is prepared for off-site service
- Infant formula and baby food will be sold
- Fresh meat and/or poultry will be prepared and served
- Fresh or frozen sea foods will be prepared and served
- Fresh or frozen freshwater fish will be prepared and served
- Chili, soup, casserole, stuffing, etc. will be prepared and served
- Vegetable salads made from scratch
- Ham, turkey, roast beef, or tuna salads or sandwiches
- Fresh dairy products
- Frozen dairy products
- Soft-serve ice cream
- Cream, pumpkin and/or custard pies
- Fresh vegetables
- Canned and/or frozen vegetables
- Fresh and/or frozen fruit
- Eggs
- Rice
- Frozen pizza and employee adds toppings
- Pizza from scratch
- Minimum handled items such as hamburgers, hot dogs, pork-burgers, etc.
- Water from a vending machine
- Other: \_\_\_\_\_