



FOOD ESTABLISHMENT PRE-OPENING CHECKLIST

Complete and check off EACH of these items (if applicable) before the scheduled pre-opening inspection date. Failure to complete the following items prior to the inspection date may result in additional pre-opening inspections and fees.

- ☐ All construction is completed, designed and built according to the approved plans.
- ☐ All construction debris and materials have been removed from the food establishment and discarded or stored away.
- ☐ All floors are clean and mopped, including beneath all equipment, shelving, etc.
- ☐ All ceiling tiles are installed with vinyl faced or washable surfaces in required areas.
- ☐ All surfaces are smooth, durable, and easily cleanable. Exposed wood has been sealed, painted or varnished, including all counters and shelves. No exposed particle wood.
- ☐ All equipment is NSF approved, unless otherwise approved by the health department.
- ☐ All refrigerators are operating and holding temperature at 41°F or less. Provide a glass of water inside all refrigerator(s) to accurately check cold holding temperatures.
- ☐ All freezers are turned on and holding temperature is 10°F or below.
- ☐ All refrigerators have thermometers securely located in an easy to read and visible location.
- ☐ All bottom shelves are at least 6 inches off the floor when installed to facilitate cleaning and maintenance.
- ☐ Equipment installed directly on the floor was sealed with an acceptable sealant such as caulk or flashing to the wall, floor and other equipment surface to a gap no greater than 1/32".
- ☐ Lighting fixtures and illumination meets minimum food code requirements (50 foot candles) in food preparation areas.
- ☐ Light fixtures are protected from shattering or supplied with shatterproof light bulbs.
- ☐ All food contact surfaces (i.e. equipment) are thoroughly cleaned, and sanitized.
- ☐ All openings in or around walls, ceiling and/or floor have been properly filled and sealed, including around any protruding pipes, lines or ducting for ventilation.
- ☐ Hot water is available (100-120°F) to all sinks within 30 seconds and can successfully fill two compartments of the three –compartment sink without dropping below 100°F.
- ☐ All sinks are securely attached to the wall. Caulking is done on back of each sink.
- ☐ Restroom doors have been equipped with self-closing devices.

Food establishment pre-opening checklist

- ☐ All hand sinks have soap dispensers, towel dispensers, trash can and hand wash signs installed.
- ☐ 12-inch splash guards (if necessary) are installed at every sink adjacent to any food preparation, food storage or clean equipment/utensil/dishware storage areas.
- ☐ Floor sinks are cleaned and properly located to serve equipment according to approved plans.
- ☐ Waste lines for food preparation sink(s), ice machine, ice bin(s), dipper well, hot/cold well(s), condensation lines, beverage dispensers are indirectly drained with at least a one-inch air gap.
- ☐ All waste and water lines shall be elevated off the floor for cleaning.
- ☐ A reduced pressure backflow assembly is installed and tested for post mix soda (bag in a box). Test results must be available to the inspector at the pre-opening inspection.
- ☐ The mop sink has an installed vacuum breaker (backflow device) on the faucet.
- ☐ Mops are stored on a drying rack to enable air drying of mops directly over a mop sink.
- ☐ Manager and/or owner has successfully obtained a food worker card and presented to inspector.
- ☐ Accurate cooking thermometers provided, calibrated and available. (scaled 0°f to 220°f)
- ☐ Automatic dishwasher (if provided) has been installed and operating according to the manufacturer's specification.
- ☐ Chemicals used for washing and sanitizing shall be ready for use (i.e. dispensers installed).
- ☐ Sufficient number of sanitize buckets were provided with adequate supply of wiping cloths.
- ☐ Provide sanitizer test strips for either chlorine or quat sanitizer.
- ☐ All outside openings through windows or doors are properly screened.
- ☐ Shallow pans or hotel pans are provided or shown on invoice if any cooling is conducted.
- ☐ Ice machine is installed, cleaned and sanitized. Ice scoop holder or container provided.
- ☐ Menu provided with consumer advisory if serving any undercooked or raw food product.
- ☐ Final and approved building inspection from the city or county building department.

Fees and permit: to allow time for processing the food establishment, the invoice and permit will not be ready for at least 48 hours from time of the final pre-opening inspection date.

Cancellation notice: if you need to reschedule or cancel a pre-opening, call (360) 867-2572 before 4:30 p.m. the day before your scheduled inspection to avoid any additional fees.

Note: failure to confirm before checking the above items as completed, is the responsibility of the applicant, who is listed as the applicant, on the food establishment application form.