

FOOD ESTABLISHMENT PRE-OPERATIVE INSPECTION PREPARATION GUIDE

IN ORDER TO PREPARE FOR YOUR FINAL INSPECTION FOR LICENSE APPROVAL, THE FOLLOWING LIST SHOULD BE CHECKED FOR COMPLETION PRIOR TO THE SANITARIAN'S VISIT:

- 1. All construction must be completed in all food service areas.**
- 2. All equipment must be cleaned and in a "ready to operate" condition.**
- 3. All refrigeration units must be operating and provided with readily visible thermometers to verify operating temperature of the refrigeration units.**
- 4. All stationary food equipment must be properly sealed to adjoining surfaces or equipment using approved food grade adhesive sealant and/or properly designed trim or enclosure pieces. Proof of the type of adhesive sealant used must be on the premises at the time of inspection.**
- 5. Toilet facilities must be ready for use and equipped with employee hand wash reminder signs, soap, single service towels, and self-closing doors. The mechanical ventilation must be working and properly ducted to the outside air.**
- 6. Soap and single service towel dispensers must be installed at all hand wash sinks.**
- 7. Approved drying rack(s) or other equipment must be provided at the three compartment sink for proper air drying of utensils and equipment.**
- 8. Ice machine(s) must be cleaned and sanitized prior to use for ice production. A written procedure for the cleaning and sanitizing of the ice machines must be available for review. If this service is provided by contract, a copy of the service contract and a record of work performed shall be provided to the establishment and kept available for review.**
- 9. Cleaning supplies and cleaning equipment storage facilities must be provided. An approved storage rack must be installed for hanging of mop(s), broom(s) and other cleaning equipment items.**
- 10. An approved sanitizer must be present on the premises. The proper use of all sanitizing chemicals must be demonstrated for each three compartment sink and/or mechanical dishwasher.**
- 11. Hot and cold running water must be supplied to all sinks, food equipment and plumbing fixtures requiring water.**
- 12. All plumbing fixtures must work properly and have no leaks present.**
- 13. Approved backflow prevention devices must be provided for all hose bibbs and water feed lines to soda systems and other equipment (i.e. some coffee machines, etc.). Be prepared to show where these backflow devices are located.**
- 14. All food and food service items when present must be properly stored on approved shelving or dunnage racks in food storage areas.**
- 15. Kitchen exhaust systems must be operational and have air flow properly balanced.**
- 16. All construction and surface finish applications are required to be completed prior to inspection.**

When the above items have been checked and found to be satisfactory, you must notify the Office of Food Protection, Plan Review Supervisor at 215-685-7499. Before the inspection can be conducted, you must provide payment of the required fee as specified in Section 6-505 (2) (a) (.1) of the Health Code.

A check or money order (no cash), made payable to: "Philadelphia Health Department-EHS" in the proper amount must be received prior to scheduling inspection.

INQUIRIES MAY BE DIRECTED TO THE OFFICE OF FOOD PROTECTION (215) 685-7495.