



GMP Checklist (Outdoor) – Daily Self-Inspection Sheet

SQF 2.4.2

Date Inspected: *

Time:

1	PERSONNEL	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Personnel have no loose items. Jewelry is limited to a plain ring, such as a wedding band, and no watches, bracelets or jewelry of any other kind.					
1.2	Employees appear in good health.					
1.3	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.					
1.4	Hand sinks are unobstructed, operational, and clean.					
1.5	Hand sinks are stocked with soap, a hand dryer in working conditions, and warm water.					
1.6	Employee restrooms are operational and clean.					
2	PEST CONTROL	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time



2.1	Outside doors kept closed and locked are well-sealed.					
2.2	No evidence of pests is present.					
2.3	Bait and traps are monitored.					
2.4	A regular schedule of pest control by the licensed pest control operator.					
3	COLD HOLDING	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
3.1	Refrigerators are kept clean and organized.					
3.2	The temperature of cold food being held is at or below 40 °F.					
3.3	Food is protected from contamination.					
4	HANDWASHING	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
4.1	All Handwashing stations are working, unblocked, and are being used.					
4.2	A handwashing reminder sign is posted					
4.3	Hand sinks are stocked with soap, disposable towels, and warm water					
5	STORAGE (RAW MATERIALS, INGREDIENTS, AND PACKAGING MATERIALS)	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
5.1	Temperatures of the dry storage area are between 40 °F and 90 °F or State public health department requirement.					
5.2	All food and paper supplies have been stored a minimum of 6 inches off the floor or as required by applicable regulation					

5.3	All food is labeled with name and received date.					
5.4	Dry ingredients, packaging, and shelf-stable goods are stored well away from chemicals and cleaning equipment.					
5.5	Open bags of food are stored and wrapped in protective packaging and labeled with the common name.					
5.6	The FIFO (First In, First Out) method of inventory control is used.					
5.7	There is no bulging, leaking, or damaged goods.					
5.8	Food is protected from contamination.					
6	GARBAGE STORAGE AND DISPOSAL	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
6.1	Kitchen garbage cans are empty, clean, and free from pests.					
6.2	The loading dock and area around the dumpster are clean.					
6.3	Dumpsters are clean.					
7	GLASS, BRITTLE PLASTICS, CERAMICS	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
7.1	Breakage of glass, plastics, ceramics are kept in the designated bin					
7.2	All relevant items are in their designated areas.					

Verified By

