

JACKSON COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION

**PRE-OPENING INSPECTION CHECK LIST**

How to Prepare for Inspection Before the Inspector Arrives

The following check list is provided as a tool to prepare the owner/operator of a new or remodeled food service establishment for the opening inspection by the health department.

1. (P.I.C.) Who are the person's in charge & what are their qualifications? \_\_\_\_\_  
\_\_\_\_\_
2. Has a food service license application been completed and the appropriate license fee submitted to the health department? Yes No
3. Has all equipment in the facility been installed in accordance with the plans approved by the health department? Yes No
4. The health department approved a water heater with an energy input of \_\_\_\_\_ BTU/KWH and a capacity of \_\_\_\_\_ gallons; has this unit been installed? Yes No
5. If a ventilation system was installed for cooking equipment, was verification of the mechanical final inspection approval submitted to the health department? Yes No
6. Have soap and towel dispensers been provided at all hand washing facilities and are they supplied with soap and single use toweling? Yes No
7. Has a metal stemmed food product thermometer, scaled from 0-220°F and accurate to +/-2°F, been obtained and calibrated? Yes No
8. The health department approved the installation of a \_\_\_\_\_ (make/model) dish machine; is this the unit that has been installed? Yes No
9. Are all automatic ware washing equipment fully operational and sanitizing properly? Yes No
10. Have sanitizing reagents for all manual ware washing sinks and wiping cloth storage containers been obtained? Yes No
11. Have chemical tests kits been obtained for all sanitizing reagents being used? Yes No
12. Are all refrigeration and freezer units operating properly and equipped with numerically scaled thermometers, accurate to +/-3°F, and located in the warmest part of the unit? Yes No
13. Are all hot food holding cabinets operational and equipped with numerically scaled thermometers, accurate to +/-3°F, and located in the coldest part of the unit? Yes No
14. Are all outer doors, windows and other openings to the outside self-closing and tight fitting or are they equipped with screens, air curtains, or air doors to prevent the entrance of insects and rodents? Yes No
15. Are drain lines from ice bins, ice machines, bain maries, steam tables, dipper wells, culinary sinks, refrigerators without evaporators, or other equipment with clear water waste discharge air gapped to a properly sized floor sinks or floor drain? Yes No
16. Are drain lines from bar sinks, dish machines, and the sanitizing compartment of triple compartment sinks indirectly wasted to a properly sized floor sink or floor drain? Yes No
17. Have appropriate and approved backflow prevention devices been installed on water supply lines where required (equipment such as garbage grinders, carbonated beverage units, Chinese ranges, steamers, automatic dish machines, etc.)? Yes No
18. Have condensate lines inside walk-in refrigeration units been wrapped with insulation or have a gutter beneath them to protect food products from potential contamination? Yes No
19. If Type II, have water samples been submitted & approved? Yes No

If "No" was an answer to any of the above questions, the establishment is not fully prepared for the opening health department inspection. If there are any questions, call the food service plan review section at 517-788-4433.