

**Chemung County Health Department**  
**ENVIRONMENTAL HEALTH SERVICES**  
**CHECKLIST**  
**for new and remodeled Food Service Establishments**

**FSE SITE EVAL FEE\*** (New FSE only)  
 Amount Paid: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Recp't #: \_\_\_\_\_  
 \*Fee will be subtracted from FS Permit Fee

Name of Establishment: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_ Phone: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**ADMINISTRATIVE:**

Approval from Code Enforcement Officer given - Date: \_\_\_\_\_

Risk Level:  High  Medium  Low Waiver(s) needed:  Yes  No

Review Date: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_

<b>WALLS:</b>	<input type="checkbox"/> Smooth, non-absorbent, easy to clean, and light colored. <input type="checkbox"/> Interior cinder block made smooth, and easy to clean.
<b>CEILINGS:</b>	<input type="checkbox"/> Installed in food prep, food storage, and cleaning equipment areas.
<b>FLOORS:</b>	<input type="checkbox"/> Smooth, durable, non-absorbent, and easy to clean. <input type="checkbox"/> Cove molding installed at all floor and wall junctures
<b>EQUIPMENT:</b> (Food contact equipment)	<input type="checkbox"/> Surfaces of equipment and utensils smooth and easy to clean. <input type="checkbox"/> Food contact surfaces not painted or sealed (to be non-toxic).
<b>REFRIGERATION:</b>	<input type="checkbox"/> Commercial type recommended for cooling potentially hazardous foods. <input type="checkbox"/> Home type recommended only for cold holding of foods. <input type="checkbox"/> Walls and shelves smooth and easy to clean. <input type="checkbox"/> Acceptable drainage for condensation run-off. <input type="checkbox"/> Thermometers provided. <input type="checkbox"/> Door gaskets in good repair.
<b>HOT HOLDING EQUIPMENT:</b>	<input type="checkbox"/> Adequate number, able to maintain potentially hazardous foods at required temperature during storage. <input type="checkbox"/> Thermometers provided for hot holding cabinets.
<b>SINKS:</b>	<input type="checkbox"/> Triple sink with drain boards or movable tables for manual washing. <input type="checkbox"/> Sink bays have rounded corners. <input type="checkbox"/> Approved sanitizer test kit available. <input type="checkbox"/> Food prep sink has indirect drain. <input type="checkbox"/> Designated hand wash sinks with soap and paper towels provided. <input type="checkbox"/> Mop sink separate from other sinks or for single purpose only, located to avoid contamination of food and food contact surfaces.
<b>DISH WASHING MACHINE:</b>	<input type="checkbox"/> Installed, maintained, and operated in accordance with manufacturer's instructions. <input type="checkbox"/> Equipped with thermometers to check operation temperatures. <input type="checkbox"/> Hot temperature rinse equipped with booster, if applicable <input type="checkbox"/> Test kit for sanitizing machine. <input type="checkbox"/> Storage space provided for dish racks. <input type="checkbox"/> Back flow prevention device installed on machine.
<b>VENTILATION:</b>	<input type="checkbox"/> Applicable equipment based upon proposed menu and with input from local CEO, such as exhaust hoods with filter over ranges, ovens, fryers, grills, hot temperature rinse machines.
<b>STORAGE</b>	<input type="checkbox"/> Adequate number.

<b>SHELVING:</b>	<input type="checkbox"/> Smooth construction. <input type="checkbox"/> Metal racks/shelving recommended in food prep area, walk-in refrigerator. <input type="checkbox"/> Contact paper not used. <input type="checkbox"/> Bottom shelf six (6) inches off floor. <input type="checkbox"/> Designated toxic chemical storage area.
<b>SALAD BARS:</b>	<input type="checkbox"/> Sneeze guards installed.
<b>DIPPER WELLS:</b>	<input type="checkbox"/> Air gap on water inlet. <input type="checkbox"/> Indirect drain provided.
<b>STORAGE PANS:</b>	<input type="checkbox"/> 2" and 4" for cooling. <input type="checkbox"/> Adequate number.
<b>MISC. EQUIPMENT:</b>	<input type="checkbox"/> Probe thermometer available, used by staff. <input type="checkbox"/> Sanitizer with proper test kit available. <input type="checkbox"/> Hair restraints. <input type="checkbox"/> Plastic gloves.
<b>PLUMBING:</b>	<input type="checkbox"/> Indirect drains provided for food prep sinks, bar ice bins, ice machines, refrigerated units and walk-in coolers, dipper wells. <input type="checkbox"/> Back flow prevention devices installed for dish washing machines, steam tables (if applicable) mop sinks with hose attachments. <input type="checkbox"/> Grease trap - where applicable and with input from local CEO; Accessible for cleaning and maintenance.
<b>LIGHTING:</b>	<input type="checkbox"/> Bulbs shielded and adequate lighting in food prep and food storage area, ware washing areas, and interior of refrigeration units and walk-in coolers.
<b>REST ROOMS:</b>	<input type="checkbox"/> Rest rooms required for patrons at establishments with greater than 20 seats and must meet CEO requirements. <input type="checkbox"/> Hot and cold water available. <input type="checkbox"/> Soap, paper towels, and toilet paper available <input type="checkbox"/> Covered waste receptacle in ladies room. <input type="checkbox"/> Hand washing signs posted for employees. <input type="checkbox"/> Walls to be light colored, smooth, non-absorbent, screens on windows, <input type="checkbox"/> Sufficient ventilation (mechanical ventilation required for new or extensively remodeled establishments. <input type="checkbox"/> Tight-fitting, self-closing doors.
<b>GARBAGE AND REFUSE:</b>	<input type="checkbox"/> Containers durable, easy to clean, tight-fitting lids, adequate number and size. <input type="checkbox"/> Dumpsters provided with covers, kept covered when not in actual use. <input type="checkbox"/> Plugs provided for units with drains.
<b>DRESSING ROOM LOCKER AREA:</b>	<input type="checkbox"/> Provided (applicable in establishments where employees routinely change clothes).
<b>PRIVATE WATER SUPPLY:</b>	<input type="checkbox"/> Acceptable disinfection provided or waiver issued. <input type="checkbox"/> Water sampled, with acceptable results. <input type="checkbox"/> Sanitary survey conducted.
<b>PRIVATE SEPTIC SYSTEM:</b>	<input type="checkbox"/> Adequate size for proposed seating capacity and meals served. <input type="checkbox"/> System approved by Chemung County Health Department.

**COMMENTS:**