

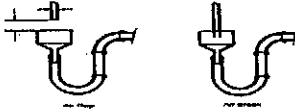
IONIA COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH  
**PRE-OPENING INSPECTION CHECKLIST**

How to prepare for inspection before the Environmental Health Specialist arrives

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

1. Has all equipment in the facility been installed in accordance with the plans approved by the health department?  
 Yes  No
2. Are all employees assigned to roll of person in charge (PIC) properly trained on the procedures for the facility?  Yes  No  
*\*Refer to your standard operating procedures and the 2005 Food Code Section 2-102.11 for guidance.*
3. The health department approved a water heater with an energy input of \_\_\_BTU/KW and a recovery capacity of \_\_\_gph@100° F rise is that what is installed?  
 Yes  No
4. If a ventilation system was installed for cooking equipment, was verification of the mechanical final inspection approval submitted to the health department?  
 Yes  No  N/A
5. If a ventilation system was installed for cooking equipment, was a ventilation test report submitted prior to the pre-opening inspection?  
 Yes  No  N/A
6. Have soap, towel dispensers and handwashing reminders 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. If the health department approved the installation of a (model/make) dish machine; is this the unit that has been installed?  
 Yes  No  N/A
9. Is all automatic ware washing equipment fully operational and sanitizing properly?  Yes  No  N/A
10. Have sanitizing reagents for all manual warewashing sinks and wiping cloth storage containers been obtained?  Yes  No
11. Have chemical test 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. Have temperatures in refrigeration units been measured? Are they maintaining 41 degrees F or less?  
 Yes  No
14. 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? Are they capable of maintaining food product at or above 135 degrees F?  Yes  No
15. 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
16. Are drain lines from ice bins, ice machines, steam tables, dipper wells, culinary sinks, refrigerators without evaporators, or other equipment with clear water waste discharge air gapped to a properly sized floor sink or floor drain?  
 Yes  No  

(Air gap)                      (Air break-not approved)


17. 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
18. 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; combi ovens; etc.)?  
 Yes  No

If "No" was an answer to any of the above questions, the establishment is not fully prepared for the pre-opening inspection. If there are any questions, call Ionia County Health Department at (616) 527-5341.