



# San Francisco Department of Public Health



## Self-Inspection Compliance Checklist for Restaurants and Bars

As required by the Hazardous Materials Ordinance, San Francisco Health Code, Article 21 Section 1161, a HMUPA registered business must conduct regular quarterly self-inspections of its facility. Documentation of these self-inspections is to be maintained and made available to the Department of Public Health upon request. An alternate self-inspection checklist may be used provided that all applicable items outlined below are included. For non-HMUPA registered businesses, it is suggested this checklist be used to help maintain general compliance with applicable San Francisco regulatory agencies.

**Instructions:** Conduct an inspection of your facility every three months in the following areas: Food Safety, Swimming Pool and Spa and Hazardous Materials as applicable. Check (✓) “Yes” if facility meets requirements. Check (✓) “No” and enter a correction date when facility will correct deficiency. If measure is Not Applicable, check (✓) “NA”.

### Date of Quarterly Self-Inspection

Y	N	Date	Y	N	Date	Y	N	Date	Y	N	Date
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### Food Safety

#### Administrative

	NA				
1. Permit to Operate is valid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Business License is valid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employee(s) maintain Food Safety Certification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Person In Charge (PIC) at all times with food safety knowledge is on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dairy Certificates (if dairy products are being produced) are acquired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Shellfish tags are held for 90 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Operational

1. Potentially hazardous foods (PHFs) are out of the danger zone ( $\leq 41$ and $\geq 135^{\circ}\text{F}$ ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Sick/ill food handlers are excluded from food handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Hand washing is done before each task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proper cooling, cooking, holding, thawing and reheating methods are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Food is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Foods are unadulterated and free from cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Foods are stored to prevent contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hot potable water is available at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Physical

1. Food contact surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dishwashing method of cleaning and sanitizing is confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Premises are vermin-proof and vermin-free.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Food contact surfaces are sanitized with <i>approved</i> sanitizer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Thermometers are present to check foods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Waste and sewage are properly disposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Wastewater

1. Fats, oils and grease (FOG): Grease interceptor/grease trap is functioning and maintained on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Wastewater discharge limits and prohibitions set forth in the SF Municipal Code (Section 123 of Article 4.1, Chapter X, Part II), as well as those in DPW Order #158170, are observed.		□ □	□ □	□ □	□ □
3. Note: FOG Control Ordinance proposed. See this info link to see how this may affect your site. <a href="http://sfwater.org/detail.cfm/MC_ID/14/MSC_ID/118/MTO_ID/229/C_ID/4939/ListID/1">http://sfwater.org/detail.cfm/MC_ID/14/MSC_ID/118/MTO_ID/229/C_ID/4939/ListID/1</a>					
4. Other	□	□ □	□ □	□ □	□ □
<b><u>Hazardous Materials Storage</u></b>	NA	Y N Date	Y N Date	Y N Date	Y N Date
1. If not registered with the Hazardous Materials Unified Program Agency (HMUPA), maintain storage of hazardous materials below HMUPA thresholds of 55 gal liquid, 500 lbs solid, 200 cu ft gas. Ask about exemption thresholds for CO <sub>2</sub> and nitrogen gas.	□	□ □	□ □	□ □	□ □
<b><u>HMUPA Registered Food Service Facilities</u></b>					
<b><u>Recordkeeping</u></b>					
1. The business plan is current and is maintained on site.	□	□ □	□ □	□ □	□ □
2. HMUPA fees were paid and valid certificate of Registration/permit is posted in an area that is accessible to the public at all times.	□	□ □	□ □	□ □	□ □
3. Facility map(s) is current and maintained on site.	□	□ □	□ □	□ □	□ □
4. Hazardous materials/waste inventory is current and maintained on site.	□	□ □	□ □	□ □	□ □
5. All employees have received their annual training and have signed the training class roster.	□	□ □	□ □	□ □	□ □
6. Material Safety Data Sheets (MSDS) are up to date and readily available and accessible to all employees.	□	□ □	□ □	□ □	□ □
7. Emergency Response plan kept on site; hazardous waste contingency plan is posted.	□	□ □	□ □	□ □	□ □
8. Self-Inspections conducted quarterly, records kept on site.	□	□ □	□ □	□ □	□ □
9. Other	□	□ □	□ □	□ □	□ □
<b><u>Fire Protection</u></b>					
1. Extinguishers are mounted in accessible locations, free from obstructions, clearly marked and visible.	□	□ □	□ □	□ □	□ □
2. Extinguishers are inspected and recharged annually.	□	□ □	□ □	□ □	□ □
3. Combustible rags/scrap, debris and hazardous waste are stored in an approved metal container.	□	□ □	□ □	□ □	□ □
4. Exit routes and emergency doors are free from obstruction.	□	□ □	□ □	□ □	□ □
5. Electrical shut-off panels are clear from obstruction and have at least 30 in of clearance around them.	□	□ □	□ □	□ □	□ □
6. Main electrical shutoff has OSHA-required 36 in of clearance around it.	□	□ □	□ □	□ □	□ □
7. After opening 10 gallons of flammable liquids, the remaining open containers are stored in an approved flammable storage cabinets.	□	□ □	□ □	□ □	□ □
8. All flammable liquids are stored away from potential ignition sources.	□	□ □	□ □	□ □	□ □
9. All flammable liquids, which are dispensed between containers, are grounded and a bond, when necessary, is provided between containers.	□	□ □	□ □	□ □	□ □
10. Other	□	□ □	□ □	□ □	□ □
<b><u>Housekeeping</u></b>					
1. Work, storage, mixing, etc. areas are kept clean and orderly.	□	□ □	□ □	□ □	□ □



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2. Eyewashes and emergency showers are checked periodically.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. In storage areas serving only employees, aisles meet 24-inch clearance minimum.		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Spill equipment kits are clearly labeled, visibly located and available for use in a ready condition.		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<u>Hazardous Material/Waste Storage Area(s)</u>	NA	Y N Date	Y N Date	Y N Date	Y N Date
1. Incompatible hazardous materials/wastes are stored separately and segregated to prevent accidental mixing (e.g., acids from bases, flammables and oxidizers; flammables from oxidizers and acids; etc.)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Hazard ID signs posted and used correctly.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<u>Hazardous Material/Waste Container Management</u>					
1. Hazardous material/waste containers, including batteries and oil filters, are properly labeled. Hazardous waste labels include the following: the title "Hazardous Waste", "Used Oil", etc.; generator information; composition and physical state; hazard property; and accumulation start date.		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Hazardous waste stored for <90 days or <180 days, not exceeding quantity limits. (Recyclable waste may be stored up to 1 year.)		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Hazardous materials/wastes are stored in appropriate, compatible, and approved containers, in good condition.		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. If required, hazardous material/waste containers are provided with adequate secondary containment.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Empty containers are labeled "EMPTY" or similar wording, marked with date emptied.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. All hazardous material/waste containers are capped when not in use.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Universal waste is stored in closed, structurally sound containers,	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Universal waste containers are marked with "Universal Waste" and waste type (e.g. lamps, batteries, electronic devices). Accumulation start date is documented for each container.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9. Broken and leaking Universal Waste items are placed in sealed plastic bags before being placed in appropriate container.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10. Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<u>Compressed Gas Cylinder Storage Area(s)</u>					
1. Compressed gas cylinders are stored in cool, ventilated, and secured area.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. All compressed gas cylinders are clearly labeled.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. All compressed gas cylinders are properly secured.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. All compressed gas cylinders are capped when not in use.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Compressed oxygen cylinders and fuel gas cylinders are stored at least twenty (20) feet apart or separated by a one hour firewall.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>



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## Self-Inspection Compliance Checklist for Restaurants and Bars

Signature of Person Conducting Quarterly Inspection

Phone Number