FOOD SERVICE ESTABLISHMENT
PRE-OPENING SELF-INSPECTION CHECKLIST

The list is to assist you in conducting a self-inspection of your establishment before you open. If you are missing any of the required equipment, **DO NOT OPEN**.

- Submit a plan review application and fee to the Health Department. Applications are available by request.
- Every food service establishment must have someone working with a valid Illinois Food Service Sanitation Manager Certificate (FSSMC).
- All food service workers (that don’t have a FSSMC) need to have a Food Handler’s Certification. Check with Environmental Health for requirements/courses.
- If any construction shall take place, a copy of the proposed establishment's blue prints/floor plans shall be submitted to the health department for approval prior to construction.
- Plumbing shall be installed in accordance with the Illinois Plumbing Code and the Illinois Department of Public Health Food Service Sanitation Rules and Regulations. A licensed contractor shall install all plumbing.
- Proper dishwashing facilities must be provided such as a three-compartment sink. A grease trap must be used with this sink.
- Detergent, sanitizer and sanitizer test strips available where equipment and utensils are cleaned.
- A hand-washing sink must be accessible at all times in the kitchen.
- Hand soap and paper towels for hand washing shall be provided at all times.
- Toilet facilities shall be conveniently located for employees.
- A utility or mop sink must be provided.
Hot water must be provided for all hand washing, dishwashing and utility/mop sinks.

The establishment must provide enough potable water for the needs of the foodservice establishment.

Sufficient mechanical refrigeration to hold cold potentially hazardous food temperature at 41 degrees F or below at all times. Commercial-grade refrigeration units are strongly suggested.

Have a thermometer for each mechanical refrigeration unit (refrigerators and freezers).

Mechanical hot-holding equipment to maintain hot food temperatures at 135 degrees F or above when required.

A metal stemmed thermometer (not glass) accurate to ± 2 degrees F for checking food temperatures.

Have hair restraints available and used by all employees so hair is covered and contained. Visors and hair spray are not considered effective hair restraints.

All outer openings must be screened or protected to prevent entry of insects. Screen doors must be self-closing.

Provide proper ventilation in cooking area.

Plumbing must be approved by a state plumbing inspector for all new facilities or if there have been extensive changes to the plumbing in an existing facility.

Pre-opening inspection and operation permit from the Egyptian Health Department.

NOTE: Any leftover, potentially hazardous food from the previous day or potentially hazardous food having temperatures between 41 degrees F and 135 degrees F shall be destroyed.

If you have any questions please call the office in your county.

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