



Self-Inspection Worksheet for Food Service Establishments

June 2016



Bureau of Food Safety and Community Sanitation

SELF-INSPECTION WORKSHEET FOR FOOD SERVICE ESTABLISHMENTS

PART ONE – SCORED VIOLATIONS

CRITICAL VIOLATIONS		CONDITIONS					SCORE
		I	II	III	IV	V	
FOOD TEMPERATURE							
2A*	Food not cooked to required minimum temperature: • Poultry, meat stuffing, stuffed meats ≥ 165°F for 15 seconds • Ground meat and food containing ground meat ≥ 158°F for 15 seconds • Pork, any food containing pork ≥ 155°F for 15 seconds • Rare roast beef, rare beefsteak except per individual customer request ≥ required temperature and time • All other foods except shell eggs per individual customer request ≥ 145°F for 15 seconds	-	-	-	10	28	
2B*	Hot food item not held at or above 140°F.	7	8	9	10	28	
2C	Hot food item that has been cooked and refrigerated is being held for service without first being reheated to 165°F or above within 2 hours.	5	6	7	8	-	
2D	Precooked potentially hazardous food from commercial food processing establishment that is supposed to be heated, but is not heated to 140°F within 2 hours.	5	6	7	8	-	
2E	Whole frozen poultry or poultry breasts, other than a single portion, is being cooked frozen or partially thawed.	5	6	-	-	-	
2F	Meat, fish or molluscan shellfish served raw or undercooked without prior notification to customer.	-	-	-	8	-	
2G*	Cold food item held above 41°F (smoked fish and reduced oxygen packaged foods above 38°F) except during necessary preparation.	7	8	9	10	28	
2H*	Food not cooled by an approved method whereby the internal product temperature is reduced from 140° F to 70° F or less within 2 hours, and from 70°F to 41°F or less within 4 additional hours.	7	8	9	10	28	
2I	Food prepared from ingredients at ambient temperature not cooled to 41°F or below within 4 hours.	5	6	7	8	-	
2J*	Reduced oxygen packaged (ROP) foods not cooled by an approved method whereby the internal food temperature is reduced to 38°F within two hours of cooking and if necessary further cooled to a temperature of 34°F within six hours of reaching 38°F.	7	8	9	10	28	
FOOD SOURCE							
3A*	Food from unapproved or unknown source or home canned. Reduced oxygen packaged (ROP) fish not frozen before processing; or ROP foods prepared on premises transported to another site.	-	-	-	10	28	
3B*	Shellfish not from approved source, improperly tagged/labeled; tags not retained for 90 days.	-	-	-	10	28	
3C*	Eggs found dirty/cracked; liquid, frozen or powdered eggs not pasteurized.	7	8	9	10	28	
3D*	Canned food product observed swollen, leaking or rusted, and not segregated from other consumable food items.	7	8	9	10	28	
3E*	Potable water supply inadequate. Water or ice not potable or from unapproved source. Cross connection in potable water supply system observed.	-	-	-	10	28	
3F*	Unpasteurized milk or milk product present.	-	-	-	10	28	
3G	Raw food not properly washed prior to serving.	5	6	7	8	-	
FOOD PROTECTION							
4A	Food Protection Certificate not held by supervisor of food operations.	-	-	-	-	10	
4B*	Food worker prepares food or handles utensil when ill with a disease transmissible by food, or has exposed infected cut or burn on hand.	-	-	-	10	28	
4C*	Food worker does not use proper utensil to eliminate bare hand contact with food that will not receive adequate additional heat treatment.	7	8	9	10	28	
4D*	Food worker does not wash hands thoroughly after using the toilet, coughing, sneezing, smoking, eating, preparing raw foods or otherwise contaminating hands.	-	-	-	10	28	
4E*	Toxic chemical improperly labeled, stored or used such that food contamination may occur.	7	8	9	10	28	
4F*	Food, food preparation area, food storage area, area used by employees or patrons contaminated by sewage or liquid waste.	-	-	-	10	28	
4G*	Unprotected potentially hazardous food re-served.	-	-	-	10	28	
4H*	Raw, cooked or prepared food is adulterated, contaminated, cross-contaminated or not discarded in accordance with HACCP plan.	7	8	9	10	28	
4I	Unprotected food re-served.	5	6	7	8	-	
4J	Appropriately scaled metal stem-type thermometer or thermocouple not provided or used to evaluate temperatures of potentially hazardous foods during cooking, cooling, reheating and holding.	-	-	-	8	-	
4K	Evidence of rats or live rats present in facility's food and/or non-food areas.	5	6	7	8	28	
4L	Evidence of mice or live mice present in facility's food and/or non-food areas.	5	6	7	8	28	
4M	Live roaches present in facility's food and/or non-food areas.	5	6	7	8	28	
4N	Filth flies or food/refuse/sewage-associated (FRSA) flies present in facility's food and/or non-food areas. Filth flies include house flies, little house flies, blow flies, bottle flies and flesh flies. Food/refuse/sewage-associated flies include fruit flies, drain flies and Phorid flies.	5	6	7	8	28	
4O	Live animals other than fish in tank or service animal present in facility's food and/or nonfood areas.	5	6	7	8	-	
FACILITY DESIGN							
5A*	Sewage disposal system improper or unapproved.	-	-	-	10	28	
5B*	Harmful, noxious gas or vapor detected. CO ≥ 13 ppm.	-	-	-	10	28	
5C+	Food contact surface improperly constructed or located. Unacceptable material used.	7	8	9	10	28	
5D+	Hand-washing facility not provided in or near food preparation area and toilet room. Hot and cold running water at adequate pressure to enable cleanliness of employees not provided at facility. Soap and an acceptable hand-drying device not provided.	-	-	-	10	28	
5E+	Toilet facility not provided for employees or for patrons when required.	-	-	-	10	28	
5F+	Insufficient or no refrigerated or hot holding equipment to keep potentially hazardous foods at required temperatures.	-	-	-	10	28	
5G+	Properly enclosed service/maintenance area not provided. (Mobile Food Commissary)	-	-	-	10	28	
5H+	No facilities available to wash, rinse and sanitize utensils and/or equipment.	-	-	-	10	28	
5I+	Refrigeration used to implement HACCP plan not equipped with an electronic system that continuously monitors time and temperature.	-	-	-	10	28	
PERSONAL HYGIENE & OTHER FOOD PROTECTION							
6A	Personal cleanliness inadequate. Outer garment soiled with possible contaminant. Effective hair restraint not worn in an area where food is prepared.	5	6	7	8	-	
6B	Tobacco use, eating or drinking from open container in food preparation, food storage or dishwashing area observed.	5	6	7	8	-	
6C	Food not protected from potential source of contamination during storage, preparation, transportation, display or service.	5	6	7	8	-	
6D	Food contact surface not properly washed, rinsed or sanitized after each use and following any activity when contamination may have occurred.	5	6	7	8	-	
6E	Sanitized equipment or utensil, including in-use food-dispensing utensil, improperly used or stored.	5	6	7	8	-	
6F	Wiping cloths soiled or not stored in sanitizing solution.	5	6	7	-	-	
6G*	HACCP plan not approved or approved HACCP plan not maintained on premises.	-	-	-	10	28	
6H	Records and logs not maintained to demonstrate that HACCP plan has been properly implemented.	-	-	-	-	28	
6I	Food not labeled in accordance with HACCP plan.	-	-	-	10	28	
OTHER CRITICALS							
7A	Duties of an officer of the Department interfered with or obstructed.	-	-	-	-	28	
CRITICAL VIOLATIONS TOTAL							
GENERAL VIOLATIONS		CONDITIONS					SCORE
		I	II	III	IV	V	
VERMIN / GARBAGE							
8A	Facility not vermin proof. Harborage or conditions conducive to attracting vermin to the premises and/or allowing vermin to exist.	-	-	4	5	-	
8B	Covered garbage receptacle not provided or inadequate, except that garbage receptacle may be uncovered during active use. Garbage storage area not properly constructed or maintained; grinder or compactor dirty.	2	3	4	5	-	
8C	Pesticide use not in accordance with label or applicable laws. Prohibited chemical used/stored. Open bait station used.	2	3	4	5	28	
FOOD SOURCE							
9A	Canned food product observed dented and not segregated from other consumable food items.	2	3	4	5	-	
9B	Thawing procedures improper.	2	3	4	5	-	
9C	Food contact surface not properly maintained.	2	3	4	5	-	
FACILITY MAINTENANCE							
10A	Toilet facility not maintained and provided with toilet paper, waste receptacle and self-closing door.	2	3	4	5	-	
10B	Plumbing not properly installed or maintained; anti-siphonage or backflow prevention device not provided where required; equipment or floor not properly drained; sewage disposal system in disrepair or not functioning properly.	2	3	4	5	28	
10C	Lighting inadequate; permanent lighting not provided in food preparation areas, ware washing areas, and storage rooms.	2	3	4	5	-	
10D	Mechanical or natural ventilation system not provided, improperly installed, in disrepair and/or fails to prevent excessive build-up of grease, heat, steam condensation vapors, odors, smoke and fumes.	2	3	4	5	-	
10E	Accurate thermometer not provided in refrigerated or hot holding equipment.	2	3	4	5	-	
10F	Non-food contact surface improperly constructed. Unacceptable material used. Non-food contact surface or equipment improperly maintained and/or not properly sealed, raised, spaced or movable to allow accessibility for cleaning on all sides, above and underneath the unit.	2	3	4	5	-	
10G	Food service operation occurring in room used as living or sleeping quarters.	2	3	4	5	-	
10H	Proper sanitization not provided for utensil ware washing operation.	2	3	4	5	-	
10I	Single service item reused, improperly stored, dispensed; not used when required.	2	3	4	5	-	
10J	"Wash hands" sign not posted at hand-wash facility.	2	-	-	-	-	
OTHER GENERALS							
99B	Other general.	2	3	4	5	28	
GENERAL VIOLATIONS TOTAL:							
CRITICAL AND GENERAL COMBINED TOTAL:							

PART TWO – UNSCORED VIOLATIONS

	CONDITION OBSERVED	
	YES	NO
DISTRIBUTION OF TOBACCO PRODUCTS THROUGH VENDING MACHINES		
15A	Tobacco vending machine present where prohibited.	
15B	Tobacco vending machine placed less than 25 feet from entrance to premises.	
15C	Tobacco vending machine not visible to the operator, employee or agent.	
15D	Durable sign with license number, expiration date, address and phone number not posted.	
TOBACCO PRODUCT REGULATION ACT		
15E	Out-of-package sale of tobacco products observed.	
15F	Employee under the age of 18 selling tobacco product without direct supervision of an adult retail dealer or dealer.	
15G	Sale of cigarettes, tobacco products, liquid nicotine or electronic cigarettes to persons under age 21 observed.	
15H	Sign prohibiting sale of tobacco products/electronic cigarettes to persons under age 21 not conspicuously posted.	
15HH	Sign prohibiting sale of non-tobacco shisha, pipes, or rolling papers to persons under age 18 not conspicuously posted.	
15I	Cigars that cost more than \$3 each not sold in packages of four or more.	
15J	Little cigars sold individually or in packages that contain less than twenty little cigars.	
15K	"Sale of Cigarettes" tax stamp sign not posted.	
15L	Sale of cigarettes without tax stamp.	
15M	Sale of non-tobacco shisha, pipes or rolling papers to individuals under 18 years of age observed.	
REGULATING TOBACCO SALES		
15N	Sale of cigarettes and little cigars at less than the floor price.	
15O	Sale of cigars and cigarettes at less than the listed price.	
15P	Sale of tobacco products at less than the listed price.	
15Q	Distributing tobacco at less than basic cost to the public or at a public event.	

* Public Health Hazards (PHH) must be corrected immediately

+ Pre-permit Serious (PPS) Violations that must be corrected before permit is issued

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CONDITION OBSERVED

		YES	NO
SMOKE-FREE AIR ACT			
15R	"No Smoking or Using Electronic Cigarettes" sign not conspicuously posted. Health warning not present on "Smoking Permitted" sign.		
15S	"Smoking or Using Electronic Cigarettes Permitted" sign not conspicuously posted. Health warning not present on "Smoking Permitted" sign.		
15T	"Smoking is Prohibited in All Areas of this Hotel (Motel), Except in Guest Rooms Designated as Smoking Rooms. Please Extinguish Your Cigarette, Cigar or Pipe, or Electronic Cigarette" sign not conspicuously posted. Health warning not present on "Smoking Permitted" sign.		
15U	Size of the lettering of the "Smoking Permitted And Electronic Cigarette Use Permitted" sign exceeds that of the "No Smoking/No Electronic Cigarette Use" sign.		
15V	"No Smoking/No Electronic Cigarette Usage" message not shown on motion picture screen.		
15W	Ashtrays in smoke-free area(s).		
15X	Operator failed to make good faith effort to inform smokers of the Smoke-Free Air Act prohibition of smoking or using electronic cigarettes. Smoking permitted in an area where it is prohibited.		
15Y	Smoking use permitted and/or allowed in smoking prohibited areas under the control of the operator.		
15Z	Smoking and electronic cigarette use workplace policy inadequate, not posted or not provided to employees.		
15AA	Use of tobacco product on school premises (at or below the 12th-grade level) observed.		
15AB	Failure to register retail tobacco or electronic cigarette store.		
SALE OF HERBAL CIGARETTES, TOBACCO HEALTH WARNING AND SMOKING CESSATION			
15AC	Sale of herbal cigarettes to minors observed.		
RESTRICTION ON THE SALE OF CERTAIN FLAVORED TOBACCO			
15AD	A flavored tobacco product sold or offered for sale in an establishment other than a tobacco bar.		
15AE	Original label for tobacco or non-tobacco products for smoking sold or offered for sale not maintained on site.		
ARTIFICIAL TRANS FAT			
16A	A food containing artificial trans fat, with 0.5 grams or more of trans fat per serving, is being stored, distributed, held for service, used in preparation of a menu item or served.		
16B	The original nutritional fact labels and/or ingredient label for a cooking oil, shortening or margarine or food item sold in bulk or acceptable manufacturer's documentation not maintained on site.		
CALORIE MENU LABELING			
16C	Caloric content not posted on menus, menu boards or food tags, in a food service establishment that is 1 of 15 or more outlets operating the same type of business nationally under common ownership or control, or as a franchise or doing business under the same name, for each menu item that is served in portions, the size and content of which are standardized.		
16E	Caloric content range (minimum to maximum) not posted on menus and or menu boards for each flavor, variety and size of each menu item that is offered for sale in different flavors, varieties and sizes.		
16F	Specific caloric content or range thereof not posted on menus, menu boards or food tags for each menu item offered as a combination meal with multiple options that are listed as single items.		
SODIUM MENU LABELING			
16J	Sodium warning icon not posted on menus, menu boards or food tags for food items that contain 2,300 mg or more of sodium in a food service establishment that is 1 of 15 or more outlets operating the same type of business nationally under common ownership or control, or as a franchise or doing business under the same name, for each menu item that is served in portions, the size and content of which are standardized.		
16K	Sodium warning icon posted on menus, menu boards or food tags for food items that contain 2,300 mg or more of sodium is not a black and white equilateral triangle; and/or the equilateral triangle is not as wide as it is tall, and/or is not equal in height to the largest letter in the food item's name, as displayed on the menu, menu board or tag.		
16L	Sodium warning statement not posted conspicuously at the point of purchase. "Warning: [icon image] indicates that the sodium (salt) content of this item is higher than the total daily recommended limit (2,300 mg). High sodium intake can increase blood pressure and risk of heart disease and stroke."		
ADMINISTRATION AND DOCUMENTATION			
18A	Current valid permit, registration or other authorization to operate establishment not available.		
18B	Document issued by the Board of Health, Commissioner or Department unlawfully reproduced or altered.		
18C	Notice of the Department or Board of Health mutilated, obstructed or removed.		
18D	Failure to comply with an Order of the Board of Health, Commissioner or Department.		
18E	Failure to report occurrences of suspected food-borne illness to the Department.		
18F	Permit not conspicuously displayed.		
18G	Food Protection Certificate not available for Department inspection.		
18H	Failure of event sponsor to exclude vendor without a current valid permit or registration. Operator of shared kitchen allowed unpermitted caterer or other user; or failed to provide copy of agreement between operator and user.		
18I	Failure to produce pest management contract; failure to keep records showing existence of contract at establishment.		
18J	Unapproved outdoor, street or sidewalk cooking.		
SIGNAGE			
20A	Food allergy information poster not conspicuously posted where food is being prepared or processed by food workers.		
20B	Food allergy information poster not posted in language understood by all food workers.		
20C	Food allergy poster does not contain text provided or approved by Department.		
20D	"Choking first aid" poster not posted. "Alcohol and pregnancy" warning sign not posted. "Resuscitation equipment: exhaled air resuscitation masks (adult & pediatric), latex gloves" sign not posted.		
20E	Letter grade or "Grade Pending" card not conspicuously posted and visible to passersby.		
20F	Current letter grade or "Grade Pending" card not posted.		
20G	Food Protection Certificate not available for inspection.		
NUISANCE AND MISCELLANEOUS			
22A	Nuisance created or allowed to exist. Facility not free from unsafe, hazardous, offensive or annoying conditions.		
22C	Bulb not shielded or shatterproof, and/or endcaps or other devices not provided in areas where there is extreme heat, temperature changes, or where accidental contact may occur.		
22D	Plastic containers with microwave safe markings not used for heating food.		
22E	ROP processing equipment not approved by the Department.		
22F	Misbranded, mislabeled packaged food products.		

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Bureau of Food Safety and Community Sanitation Contact Information
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