Pre-Inspection Checklist: Are you Prepared?

The pre-inspection is a very important step in your licensing process. It is crucial in ensuring a safe and successful start to your business. A pre-inspection is completed before opening your business to the public.

NOTE: A $75 late charge may be applied for pre-inspections conducted within 5 calendar days from the date when payment is received.

Below is a checklist that can be used to help you prepare for a pre-inspection. If items are not present, it may affect your license being released.

- All coolers must be operating at 41°F or below. All freezers are maintaining frozen temperatures. Receive your first cold food shipment after the pre-inspection.
- Thermometers in all coolers and maintaining 41°F or below.
- Equipment is commercial grade (NSF/ANSI certified).
- Handwashing stations (kitchen and all restrooms) supplied with:
  - Hot water
  - Soap and disposable towel dispensers that are fully stocked
  - Non hand operated faucet (sensor, paddles, foot/knee valve)
  - Handwashing sign
  - Wastebasket
- Certificate of successful completion of an approved food safety manager exam.
- Disposable gloves to avoid bare hand contact with ready to eat food.
- Stem thermometer provided to check food temperatures.
- If applicable, undercooked menu items include a disclosure and reminder.
- Low temperature dishwasher connected to chemicals and dispensing the required sanitizer concentration.
- High temperature dishwasher dispensing hot water during the wash and sanitizing cycles as stated by the manufacturer.
- Manual dishwashing (3 or 4 compartment sink) supplied with approved sanitizer.
- Sanitizer test strips present.
- Ice machines, food preparation sink, and ice bins have a 1” air gap.
- Service sink installed to to dispose mop water.
- Wiping cloth containers with approved sanitizer.
- All surfaces, including floors, walls, ceilings are made of durable, non-absorbent materials that are, smooth and easily cleanable.
- All areas of establishment cleaned and organized.

Call Outagamie County Public Health at 832-5100 to discuss any questions or concerns with one of our helpful environmental health sanitarians.