



PRE-OPERATIONAL INSPECTION CHECKLIST FOR A NEW OR REMODELED FOOD ESTABLISHMENT

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How to Prepare for Inspection Before the Inspector Arrives

The Health Department provides the following checklist as a tool to assist the owner/operator of new or remodeled food service establishments to prepare the facility for final inspection.

1. Have you completed and submitted the "Annual Food Service Establishment Permit Application" to the Health Department? Yes No
2. Have you paid your annual permit fee? Yes No
3. Have you installed all equipment in the facility per the plans approved by the Health Department? Yes No
4. Does hot water reach 100°F-120°F within 15 seconds at all handwashing sinks? Yes No
5. Have you installed soap and paper towel dispensers at all handwashing sinks and are they stocked with soap and single service disposable hand towels? Yes No
6. Have you obtained an accurate, numerically scaled (0°F to 220°F), metal stemmed, thin probed, food thermometer? Yes No
7. Have you installed all automatic warewashing fixtures (glass washers, chemical sanitizing or hot water sanitizing dishwashers) and are they fully operational? Yes No
8. Have you obtained chemical test kits for sanitizing chemicals (both for the dishwasher and sanitizer) used in this facility? Yes No
9. Are all refrigeration units fully operational and measure 41°F or less? (Units must be functional at the time of inspection.) Yes No
10. Have you provided indirect drains (one inch air gap between end of drain line and floor sink or hub drain) for food preparation sinks, ice machines, condensate from refrigeration units and any unit used to dispense food or beverages? Yes No
11. Have you installed all outer doors, operable windows, and other openings to the outside with approved screens (#16 mesh screening) or devices (such as air curtains) to prevent pests from entering the facility? Yes No
12. Have you sealed the space between sinks (handwashing sink, prep sinks, three compartment sink) and the wall with caulking material? Yes No
13. Have you installed finishes for walls, floors, ceilings, counters, shelving and equipment throughout the establishment that are smooth, non-absorbent, durable and easily cleanable? Yes No
14. Have you installed cove-base molding around the kitchen, dishwashing and bar areas? Yes No
15. Have you cleaned up all dust and debris from drywall or sheetrock installation or construction activity? Yes No
16. Can the three compartment sink drain without overflowing the floor drain when 2 of the sinks are filled half full and emptied at the same time? Yes No
17. Have you ensured that wastewater lines from the raw meat and produce prep sinks are separate and drain independently to the floor sink? Yes No

If "no" was the answer to any of the above listed questions, the establishment is not fully prepared for the final Health Department inspection.

Failure to meet all conditions and requirements of approval at the pre-operational inspection may prompt a reinspection and \$291.00 fee.

Please call our office with any questions at 360-778-6000.