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HEALTH DEPARTMENT

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FOOD SERVICE ESTABLISHMENT CHECKLIST

FOOD & UTENSILS STORAGE AND HANDLING

- Dry Storage** ■ Keep all food, equipment, utensils and single service items stored off the floor/ground on pallets or shelving, and protected from contamination.
- Cold Storage** ■ Keep potentially hazardous foods at or below 41°F. Potentially hazardous foods must be cold stored using mechanical refrigeration.
- Hot Storage** ■ Hot holding units are required to keep potentially hazardous foods held at or above 140°F.
- Thermometers** ■ Food temperature thermometers are required to check temperatures of both hot and cold potentially hazardous food. A thermometer must be kept in each cold storage unit.
- Food Display** ■ Protect food from customers handling, coughing, and sneezing by wrapping, sneeze guards or other effective barriers.
- Allergen/
Consumer
Advisory** ■ Post allergen advisory statement wherever food is ordered. Post-consumer advisories for raw or undercooked animal foods, if you will be preparing meat, fish, poultry, or eggs cooked to order.
- Food Preparation** ■ Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.

 ■ Protect all storage, preparation, cooking and serving areas from contamination.

 ■ Obtain food from an approved source. Potentially hazardous foods (PHF's) and perishable items may not be prepared in residential kitchens
- Condiment
Dispensing** ■ Condiments, cream and sugar shall be served only from a sanitary dispenser or in individually wrapped servings.

CLEANING AND SANITIZING

- Sanitizing** ■ Sanitizers, such as chlorine bleach or quaternary ammonia, are required for sanitizing food contact surfaces, equipment and wiping cloths. Store the sanitizer in a spray bottle or bucket that is labeled "sanitizer". Appropriate test strips shall be on hand

CLEANING AND SANITIZING CONT.

■ A three-basin sink is required for any food service establishment serving and/or preparing foods. This sink must also be equipped with the appropriate cleaning and sanitizing chemicals, as well as a rack or drain board for air-drying.

Cleaning

■ At least 1 designated handwashing sink and 1 service sink are required and must be conveniently located.

PERSONNEL

Person in Charge

■ There must be one designated person in charge at all times responsible for compliance with regulations. **You must submit copies of your Food Manager Certificate and Food Allergen Awareness Certificate with your application.** These certificates are required if you prepare and serve **Potentially Hazardous Foods (PHFs)**.

Hand washing

■ A convenient hand washing facility must be available for employee hand washing whenever handling unpackaged foods. This sink shall have warm running water (greater than 110°F), soap, paper towels and hand washing signage.

Health

■ The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

Hygiene

■ Food employees must have clean outer garments and **effective hair restraints**. Approved hair restraints are **hats, visors and hairnets** (ponytails and hairspray are not considered effective hair restraints). Tobacco usage and eating are not permitted by food employees in the food preparation and service area.

ADDITIONAL REQUIREMENTS

Fire Department

■ The Fire Department (413-594-1636) must approve of the establishment.

Building Department

■ The Building Department (413-594-3557) must approve of the establishment and issue a Certificate of Occupancy.

City Hall

■ A Common Victualler license must be obtained through the License Commission at city hall if you will be cooking, preparing, and/or serving food.

Health Department

■ The Food Service Establishment application must be submitted with the appropriate fee, certificates, licenses, and plan. **A final inspection must be conducted before issuing a Food Service Establishment license.**

■ To sell tobacco and/or nicotine delivery products you must acquire **all** state licenses by contacting the MA Department of Revenue at 617-887-5090.