**Master Kitchen Inspection Checklist**

2019-08-21

Date: \_\_\_\_\_\_\_\_\_\_\_

Person(s) who last used the kitchen prior to the inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fridge:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. Unused personal food items are cleared and taken away after each use.
 |  |  |  |
| 1. Trays and shelves are clean to sight and touch.
 |  |  |  |

**Cupboards and Cabinets:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. Things in cupboards and cabinets are arranged in a tidy and neat fashion.
 |  |  |  |
| 1. Cabinet boards are dry and clean to sight and touch.
 |  |  |  |

**Utensils and Cookwares:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. All used utensils are cleaned and dried properly without stains or water.
 |  |  |  |
| 1. There are no missing parts to utensils (e.g. lids).
 |  |  |  |
| 1. No new obvious damage is made to the utensils.
 |  |  |  |

**Tableware:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. All used tableware are arranged in a tidy and neat fashion in the proper place.
 |  |  |  |
| 1. All used tableware are cleaned and dried properly without stains or water.
 |  |  |  |
| 1. There is no obvious missing of tableware.
 |  |  |  |

**Drains and Sinks:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. No residue is left over near the drain holes.
 |  |  |  |
| 1. All used sinks are cleaned (free of grease).
 |  |  |  |

**Equipment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. All used kitchen equipment are turned off properly.
 |  |  |  |
| 1. All used kitchen equipment are cleaned and dried thoroughly (e.g. oven trays without stains or oil).
 |  |  |  |

**Cloths and Sponges:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. All used dishcloths need to be washed with soap and let dry.
 |  |  |  |
| 1. All used sponges are soap free with water squeezed out.
 |  |  |  |

**Counter Tops and Stovetops:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. No sundries or other items are left on the working stations or counter tops.
 |  |  |  |
| 1. Working stations and counter tops are clean to sight and touch.
 |  |  |  |

**Room Environment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| 1. Turn off air conditioners.
 |  |  |  |
| 1. Close all windows.
 |  |  |  |
| 1. Turn on dehumidifier during wet season (drain water if full).
 |  |  |  |

Follow-up / Actions taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_