**SAMPLE RESTAURANT SAFETY INSPECTION CHECKLIST**

**(Customer Injury Prevention)**

This Restaurant Safety Inspection Checklist is designed to help assist your organization identify and initiate corrective actions for physical hazards that could result in customer injury. This form is a guide and should be modified to fit your specific needs or hazards at your specific restaurant.

**National Store Number: \_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Managers or Inspector Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Directions: Please indicate with a √ under the “Y” or “N” column for each item inspected and “N/A” if the item is not applicable. Please place a √ under “corrective actions” column if corrective actions are needed or if they have already been implemented immediately. Please complete the “Corrective Actions Follow-Up” section on the last page of this inspection report for all action items containing a √ under the “corrective actions” column. Once all corrective actions have been completed, this report should be maintained in a master file for future analysis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Interior Lobby | Y | N | N/A | Corrective Actions |
|  | Adequate number of wet floor cone signs available and out |  |  |  |  |
|  | Are the floor surfaces at the store’s entrances in good condition? (no broken tile; missing grout, loose mats; torn carpets, damaged thresholds, etc) |  |  |  |  |
|  | Are the floor surfaces in the main dining areas in good condition? |  |  |  |  |
|  | Is the floor being cleaned according to O&T Manual recommended schedule? |  |  |  |  |
|  | Are all floor mats in good condition? (no curled or flipped edges) |  |  |  |  |
|  | Are primary walkways clean and clear of all obstructions |  |  |  |  |
|  | Are stairs and ramps equipped with handrails & in good condition? |  |  |  |  |
|  | Was all the grease and dirt lifted from the grout using a Deck Brush within the last week? |  |  |  |  |
|  | Are all the lights working in all areas of the store? |  |  |  |  |
|  | Are cleaning agents used appropriately for the job task? |  |  |  |  |
|  | Are all chairs and tables secure with all screws in place and sitting firmly on the floor? |  |  |  |  |
|  | Are all floor areas around trash cans clean and dry? |  |  |  |  |
|  | Are Dry mops available for drying floors after mopping? |  |  |  |  |
|  | Are color coded mops and mop buckets used in the Lobby and back of house? |  |  |  |  |
|  | Are all mop buckets empty and mops hang to dry after each use? |  |  |  |  |
|  | Are all stairs equipped with non/slip tape? |  |  |  |  |
|  | Are all cameras functioning and capturing entrances to restaurant and restrooms? |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Restrooms | Y | N | N/A | Corrective Actions |
|  | Are floors clean and dry? |  |  |  |  |
|  | Are all soap and paper dispensers secured with locks? |  |  |  |  |
|  | Are wet floor cone signs posted near hand dryers tight against the wall? |  |  |  |  |
|  | Are baby changing stations secured to the wall and in good condition? |  |  |  |  |
|  | Are floor drain covers secure? |  |  |  |  |
|  | Are all toilet seats secure? |  |  |  |  |
|  | Is there Hot and Cold running water? |  |  |  |  |
|  | Are all lights working? |  |  |  |  |
|  | Are door finger guards in place and working properly? |  |  |  |  |
|  | Are all door closers functioning properly? |  |  |  |  |
|  |  |  |  |  |  |
|  | Play Place | Y | N | N/A | Corrective Actions |
|  | Is all equipment in good condition free of holes, tears or cuts and all netting attached? |  |  |  |  |
|  | Are safety signs posted and in good condition? |  |  |  |  |
|  | Are the floors clean and dry? |  |  |  |  |
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|  | **Exterior/Outside Area** | Y | N | N/A | Corrective Actions |
|  | Are all lights in working order & cover the entire parking lot, tree branches trimmed allowing light to get through? |  |  |  |  |
|  | Are all drive surfaces free from potholes, cracks, or uneven surfaces? |  |  |  |  |
|  | Are all sidewalks free of landscaping washout ( mulch, rock,etc).? |  |  |  |  |
|  | Check landscaping in parking lot to ensure it does not interfere with visibility around corners? |  |  |  |  |
|  | Is property free of trash and debris? |  |  |  |  |
|  | Is pavement striping plainly visible? |  |  |  |  |
|  | Are all potential trip hazards painted a bright color with non-slip additive ( wheel stops, curbs etc.)? |  |  |  |  |
|  | Are all food and trash carts stored securely? |  |  |  |  |
|  |  |  |  |  |  |

**COORECTIVE ACTIONS**

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| --- | --- | --- | --- |
|  | Corrective Action Needed | Person Responsible | Date Completed |
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