



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: August 16, 2019

Request for Quotation No. 19-3003707

COMPLIANCE SPECIALIST

DeKalb County, Georgia (hereinafter referred to as the “County”) is seeking a well-qualified bidder to submit qualifications and pricing for the performance of safety and preventative maintenance inspections and compliance inspections at any of its several park sites located within DeKalb County. The County intends to award a 1-year contract with up to two options to renew, however it reserves the right to renew the contract or solicit new services each year.

I. Proposed Term:

One (1) year with 2 Options to Renew

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Bidder Affidavit
- E. Insurance Requirements
- F. Sample Safety Inspection Report
- G. Kitchen Inspection Checklist

III. Payment Terms:

The County’s official payment terms are Net 30.

IV. Scope of Work:

See Attachment A

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidder Affidavit, Attachment D, be completed with bidder's quote.

VI. Due Date:

All questions are due to Lola Awonusi, via email at oawonusi@dekalbcountyga.gov on or before 3:00 p.m. EST on August 21, 2019.

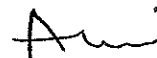
Quotes are due on or before 5:00 p.m. EST on August 23, 2019. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of Lola Awonusi or email to oawonusi@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL QUOTES, TO WAIVE INFORMALITIES, AND/OR TO RE-ADVERTISE.

Thank you for your interest in doing business with DeKalb County.

Sincerely,



Lola Awonusi 
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

SCOPE OF WORK

I. SCOPE OF WORK

The general scope of services required is, but not necessarily limited to:

1. Conduct safety inspections and audits by evaluating each facility for violations of any applicable codes at each Recreation, Parks and Cultural Affairs building and park location.
2. Prepares an evacuation plan for any facility located within the park's system of DeKalb County including, but not limited to swimming pools, performing arts center, recreation centers, fieldhouses, and concession buildings.
3. Submits evacuation plan for review to the Fire Marshall before posting at each facility.
4. Creates a matrix which identifies the frequency of each inspection necessary for continued compliance and preventative maintenance.
5. Completes inspection reports for each site and a filing system to be accessed at any time by site. A sample of the Safety Inspection report is included in **Attachment F** and a sample of the Kitchen Inspection Checklist is included in **Attachment G**.

II. CODE OF PROFESSIONAL CONDUCT

Professional conduct is always to be observed by the agent during the duration of the contract as they act in the capacity of their certification. The individual shall, in their professional activities with DeKalb County, sustain and advance the integrity, honor and veracity of their certification/position by:

1. holding the safety of park patron users paramount in all professional services;
2. utilizing the most current standards of DeKalb County's Risk Management Department at all times.
3. maintaining transparency and competency in inspection procedures including use of testing tools and knowledge of current safety criteria;
4. identifying and documenting all situations which are in non-compliance with the standards of care along with the citation of the specific reference portion of the criterion document, using a standard safety inspection process;
5. prioritizing all identified non-compliances according to a standard norm of foreseeable consequences;

6. advising employers or clients of seriously dangerous conditions in the promptest manner as well as part of a written report, omitting no adverse findings from the official documentation of the safety inspection;
7. never conduct a safety audit or inspection without the knowledge and consent of the owner;
8. never contradict the findings of another inspector without first consulting directly with the first Inspector regarding the basis for these findings;
9. never conduct a safety audit of a facility with the intent to discredit an owner or manufacturer or to promote sale of other equipment or products;
10. never provide findings of an inspection to anyone other than the owner unless authorized by the owner to do so

Individuals failing to practice these professional standards will be terminated from the contract immediately.

III. PROFESSIONAL LIABILITY

As stated in the insurance requirements, **Attachment E**, the successful bidder shall maintain insurance of types, which includes professional liability insurance to cover financial losses incurred by the County as a result of the coordinator's failure to detect a hazard or non-compliant condition due to error / mistake or omission on your part.

IV. PRICING

The successful bidder will submit a per hour cost for any services described within the scope of work. Each assignment will be communicated by DeKalb County personnel. Travel is required, and all mileage is paid by the bidder. Any work associated with the scope of service, including but not limited to: travel time to sites, the site visit itself, the inspections, initial audits, final walk through, coordination with manufacturers, etc. will be charged on a per hour rate.

V. MINIMUM QUALIFICATION REQUIREMENTS

Bidders must demonstrate the minimum qualifications to be considered for award of this contract. The successful bidder must be a specialty consultant whose sole business is audits and inspections.

It is preferred that the bidder possess an associate degree in Safety Engineering, Risk Management, or Public Health or a related field; a minimum of 10 years' experience working with state and local government agencies to provide property inventories, surveys and/or audits; however, a combination of education and experience will be considered.

The **bidder must possess and maintain a valid driver's license**, along with the qualifications described above at the time of the solicitation.

The bidder must perform all required work and shall not sub-contract out any portion of the scope of work. Full involvement from the bidder is required and each bidder must demonstrate that it performs 100% of its own work.

The successful bidder must also provide at least three (3) business references, to include customers to which safety and compliance inspections were performed, using the Reference Form on **Attachment C**. Bidder's references should include a copy of the responder's company name, either owned or worked for, phone number and location.

ATTACHMENT B

QUOTE FORM

| | Description | Unit | Price |
|----|------------------|--------|-------|
| 1. | Cost per manhour | Hourly | \$ |

Total number of years of performing safety and compliance inspections and audits: _____ Years

The responder declares that he has carefully examined, RFQ # 19-3003707, the Scope of Work contained, and that he proposes and agrees, that if his quote is accepted, to provide a price for any services performed within this Scope of Work, based on the manhour cost, quoted on this form.

Vendor's Name _____

Signature _____

Note:

The following documents are required to be submitted for your quote to be considered:

1. This quote form (Attachment B)
2. Reference form and Reference Release statement (Attachment C)
3. Contractor Affidavit (Attachment D)
4. Valid Business License
5. Valid Driver's License
6. Proof of Associate Degree, or equivalent

ATTACHMENT C

REFERENCE FORM AND REFERENCE CHECK RELEASE STATEMENT

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

| | |
|-------------------------------|--------------------------------------|
| Company Name | Contract Period |
| Contact Person Name and Title | Telephone Number (include area code) |
| Email Address | |
| Project Name | |

| | |
|-------------------------------|--------------------------------------|
| Company Name | Contract Period |
| Contact Person Name and Title | Telephone Number (include area code) |
| Email Address | |
| Project Name | |

| | |
|-------------------------------|--------------------------------------|
| Company Name | Contract Period |
| Contact Person Name and Title | Telephone Number (include area code) |
| Email Address | |
| Project Name | |

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____

(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

| | |
|--|---|
| BY: _____ | _____ |
| Authorized Officer or Agent (Bidder's Name) | Federal Work Authorization Enrollment Date |

| | |
|--|-----------------------|
| _____ | _____ |
| Title of Authorized Officer or Agent of Bidder | Identification Number |

Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

ATTACHMENT E
INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

- I. Prior to commencing work, Contractor shall, at its sole expense, procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in the state where the work or operations will be performed by Contractor. Such insurance shall be placed with admitted insurers that maintain an A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better with coverage forms acceptable to Contractor. The insurance described below shall be maintained uninterrupted for the duration of the project, including any warranty periods, and shall protect Contractor, and others as required by contract, for liabilities in connection with work performed by or on behalf of Contractor, its agents, representatives, employees or Contractors
1. Certificates of Insurance in companies doing business in Georgia and acceptable to the County covering:
- a) Statutory Workers' Compensation Insurance, or proof that Contractor is not required to provide such coverage under State law;
 - (1) Employer's liability insurance by accident, each accident \$1,000,000
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000
 - (3) Employer's liability insurance by disease, each employee \$1,000,000
 - b) Professional Liability Insurance on the Contractor's services in this Agreement with limit of \$1,000,000;
 - c) Commercial General Liability Insurance covering all operations with combined single limit of \$1,000,000;
 - d) Comprehensive Automobile Liability Insurance with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$1,000,000.
 - e) Umbrella or Excess Insurance. Umbrella or excess insurance is to be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies with limits not less than the following:
 - \$5,000,000 per occurrence
 - \$5,000,000 aggregate

(Continued)

2. Additional Insured Requirement:

- a) The County, its elected officials, officers, employees and agents, hereinafter referred to in this article and in the article entitled "Certificates of Insurance" as "the County and its officers" are to be named as additional insured on all policies of insurance except worker's compensation insurance with no cross suits exclusion. The County and its officers shall be included as additional insureds under commercial general liability and commercial umbrella insurance, for liabilities arising out of both the ongoing and completed operations of Contractor. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.
- b) All coverages required of the Contractor will be primary over any insurance or self-insurance program carried by the County.
- c) If the Contractor is a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverages specified here or the joint venture will be a named insured under each respective policy specified.

3. Fidelity Bond coverage shall be provided. Coverage limits shall not be less than \$ 50,000.

4. Certificates of Insurance must be executed in accordance with the following provisions:

- a) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Agreement;
- b) Certificates to contain the location and operations to which the insurance applies;
- c) Certificates to contain Contractor's protective coverage for any subcontractor's operations;
- d) Certificates to contain Contractor's contractual liability insurance coverage;
- e) Certificates are to be issued to:

DeKalb County Department of Purchasing and Contracting
The Maloof Center
2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030

5. The Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

(Continued)

6. The Contractor agrees to carry statutory Workers' Compensation Insurance and to have all subcontractors likewise carry statutory Workers' Compensation Insurance.
7. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its officers and shall cause each Subcontractor to waive all rights of subrogation for all coverage, excluding Professional E&O.
8. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such coverage. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
9. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County. Policies and Certificates of Insurance listing the County and its officers as additional insureds (except for workers' compensation insurance) shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in this Contract.
10. If the County shall so request, the Contractor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies. Contractor shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

SAMPLE SAFETY INSPECTION REPORT



SAFETY SELF- INSPECTION

Date: _____

Address: _____

Inspector Name: _____

DeKalb County Safety and Loss Prevention Self-Inspection Checklist

| DEFICIENCY NOTED | LOCATION | HAZARD LEVEL | Description/Recommendation |
|---|----------|--------------|----------------------------|
| SECTION 1: WALKING/WORKING SURFACES (sidewalks, parking lots, floors, stairways, etc.) | | | |
| a. Outdoors surfaces/Sidewalks? Parking lot cracks, debris | | | |
| a2. Slippery or uneven surfaces Outdoors/Indoors | | | |
| b. Torn or loose floor covering, loose objects on walking surfaces, or protruding floor outlets. | | | |
| c. Floor is rough, splintered or has protrusions. | | | |
| d. Spilled liquids (water, coffee, oil, etc.) | | | |
| e. Illumination inadequate, glare, etc. | | | |
| f. Stair treads defective or missing, stairs unequal in height or width. | | | |
| g. Handrails missing or improperly positioned. | | | |
| h. Overgrown grass or bushes/trees need trimming | | | |
| SECTION 2: OVERHEAD HAZARDS | | | |
| a. Unsecured, unstable file cabinets, bookcases or shelves. | | | |
| b. Overhead building conditions, ceiling fixture, fans, etc. present a hazard. | | | |
| c. Light covers missing, exposed wires/hanging electrical wiring/water pipes | | | |
| d. Materials or objects on cabinets or window sills present poor housekeeping and improper storage. | | | |
| SECTION 3: MEANS OF EGRESS | | | |
| a. At least two means of egress from building are not available. | | | |
| b. Exits not clearly marked or emergency lights defective. | | | |
| c. Access doors blocked, path of escape too narrow, aisles <28" | | | |
| d. No dead-end corridor > 50', maximum travel distance or path to exit 200' (un-sprinkled) or 250' (sprinkled) | | | |
| e. Furniture or other objects placed or stored blocking escape route. | | | |

| DEFICIENCY NOTED | LOCATION | HAZARD LEVEL | Description/Recommendation |
|--|----------|--------------|----------------------------|
| SECTION 4: FURNITURE AND EQUIPMENT | | | |
| a. Unguarded machines or moving parts. (If Applicable) Yellow lines around equipment for safety. | | | |
| b. Defective wiring, switches, extension cords, etc., exposed energized electrical parts. | | | |
| c. Furniture and equipment unsafe or defective (sharp edges, burrs, etc.); chair needs adjustment. | | | |
| d. Broken or chipped glass/plastic. | | | |
| e. Unauthorized electrical equipment, hot plates, heaters, fans, extensions cords, etc. | | | |
| f. Ladders or step stools unsafe or unavailable. | | | |
| SECTION 5: FIRE PREVENTION | | | |
| a. Annual fire drill not completed. Fire alarm system not tested and If applicable, Fire Sprinkler system not tested, flow test not completed. (System tests are maintained by Facility Maintenance) | | | |
| b. Inadequate storage of flammables, chemicals and waste. | | | |
| c. Poor housekeeping. | | | |
| d. Fire extinguishers are not conspicuously located, readily accessible, properly mounted, visually inspected monthly or maintenance check performed annually. | | | |
| e. Evidence of smoking in "No smoking" areas. | | | |
| SECTION 6: INDUSTRIAL HYGIENE | | | |
| a. Sanitary facilities not maintained. | | | |
| b. Reports of hazardous fumes, vapors, asbestos, or poor ventilation. | | | |
| c. Noise levels exceed the TWA of 85 dBA. | | | |
| SECTION 7: HAZARDOUS MATERIALS | | | |
| a. No MSDS for hazardous chemicals stored or in use. | | | |
| b. Chemicals are not properly labeled. | | | |
| c. Incompatible storage. | | | |
| d. (If applicable) Chemical/Hazard Spill Clean-up Kit on premises. | | | |
| e. No evidence of hazard communication training. | | | |

| DEFICIENCY NOTED | LOCATION | HAZARD LEVEL | Description/Recommendation |
|---|----------|--------------|----------------------------|
| SECTION 8: OTHER | | | |
| a. Safety posters not present | | | |
| b. Workers' Compensation panel not posted | | | |
| c. Safety bulletin board not present, outdated, or empty. | | | |
| SECTION 9: MISC. | | | |
| a. Personnel not cooperative with site visit | | | |
| b. Employees not wearing PPE. | | | |
| c. Employees observed behaving in unsafe manner. | | | |
| d. Trenching safety not observed | | | |
| e. Confined space permit not present | | | |
| f. Flaggers not present or flagging incorrectly | | | |
| h. Unable to locate First Aid Kits or AED (specify) Kits or AED not Maintained. | | | |
| SECTION 10: NOTES/ADDITIONAL FINDINGS | | | |
| | | | |

Department/Division/Section: _____

Date: _____ Time: _____

Inspector Telephone: _____

Inspector Typed or Printed Name/Title: _____

Inspector Signature: _____

Hazard Level

- AA = Multiple Losses
- A = Likelihood of death
- B = Likelihood of serious injury
- C = Likelihood of minor loss

Email Report to: RM_SafetyInAction@dekalbcountyga.gov



Pictures

| | |
|--|--|
| | |
| | |
| | |

Inspection Guide

SECTION 1: WALKING/WORKING SURFACES (floors, stairways, etc.)

Outdoors

- Sidewalks do not have cracks, lifting from tree roots, deterioration from weather, and other defects that cause tripping
- The parking lot is free of potholes, cracks, twigs and tree limbs, loose gravel and other debris
- All steps have handrails
- Spaces in railings/balusters are less than 4 inches
- Step railings are firmly secured
- Wheelchair accessible ramps are available
- Ramps have guide and upper rails to keep wheel chairs from dropping off
- The parking lot and sidewalks are well lit
- Snow and ice is removed immediately, icy areas appropriately treated
- Water from downspouts does not cross walks where it can freeze and cause slips and fall accidents
- Trees are properly maintained and dead limbs removed
- Fences and gates are in good condition
- Security Gates properly maintained

Indoors

- Non-slip rugs/mats with tapered edges are used inside entranceways to collect water, ice, snow and mud
- No torn or wrinkled carpeting or loose tiles and flooring
- No cords on floors across aisles and doorways
- Wet floor signs are used and wet conditions are mopped immediately when wet areas and spills are observed
- Aisles, steps and exit passageways are free of boxes, chairs, and other hazards that can cause trip and fall accidents or hinder emergency egress
- Interior steps and changes in elevation have handrails
- Handrails have at least 1 ½ inch clearance between rails and walls they are mounted to
- Handrails are not loose

SECTION 2: OVERHEAD HAZARDS

- Proper storage of heavy items. Large stacks of materials and heavy equipment can cause major injuries if they are knocked over. Recommend storing heavy objects close to the floor.
- Load Capacity of shelves or storage units should never be exceeded.
- Stepladders for overhead reaching. Chairs should never be used as ladders.
- Examples of improper storage include unstable piling, piling materials too high, and obstruction doors, aisles, fire exits and fire-fighting equipment.

SECTION 3: MEANS OF EGRESS

- Exit route maps are displayed throughout the facility
- Exit doors have panic hardware.
- Exit doors are in good condition and function properly
- Exit doors swing out in the direction of exit travel
- All exits are adequately marked with lighted exit signs
- Emergency lighting is in place and operates properly
- Doors, passages and stairways that might be mistaken for an exit have “approved” signage stating “NO EXIT.” (“NO” in 2-inch high letters with 3/8th inch stroke width and “EXIT” in 1-inch high letters below the word “NO.”)
- Dead-end corridors do not exceed 20 feet

SECTION 4: FURNITURE AND EQUIPMENT

- Require minimum safety standards on machinery, which include protection from pinch points and saw blades. Equipment should be upgraded to provide the necessary protection for operators.
- Require guards on grinding wheels to prevent injuries.
- All cover plates missing on the electrical switches, outlets, and junction boxes should be replaced.
- Current electrical codes call for GFCI protection of outlets within 6 feet of sinks along counter tops.
- Office furniture should be positioned to eliminate tripping hazards of telephone or electrical cords. Cords shall not be strung across passageways or open areas where they will create a tripping hazard.
- Report sharp edges, splinters or defective parts on office furniture or equipment for repair. If unsafe, appropriate action must be taken to protect the hazard.
- Chairs must not be repaired or altered in any way except by an authorized repair service.
- Remove or flatten protruding objects (nails, screws, banding, etc) noticed prior to handling materials or performing duties.
- extension cords:
 - Never plug more than the specified number of watts into the cord.
 - Do not run through doorways, holes in ceilings, walls or floors.
 - Never remove, bend or modify any metal prongs or pins.
 - Do not use when wet.
 - Do not plug one extension cord into another.
 - Never drive, drag or place objects over cord or walk on it.
 - Always unplug when not in use.
- All ladders are to be free of defects and breaks.
- Aluminum or other metal ladders are not to be used where there is any exposure to electricity or Ladders shall have non-conductive side rails.

SECTION 5: FIRE PREVENTION

- Carry out regular fire or emergency drills with critical reviews of the results.
- Plan alternate escape routes.
- Place fire extinguishers near an escape route, not in a “dead end”.
- One or more approved Class B or Class C fire extinguishers of suitable size shall be kept at strategic locations.
- Fire exits must be kept clear of all obstruction.

SECTION 5: FIRE PREVENTION (Cont.)

- Maintaining good housekeeping. Not allowing the accumulation of combustible materials and debris.
- Maintaining access to firefighting equipment.
- Monthly fire extinguisher inspections should be performed by Safety Coordinator to determine:
 - There is no evidence of physical damage.
 - The seal is not broken.
 - It is fully charged.
 - It is properly tagged with inspection date noted on tag.
 - It is properly marked.

SECTION 6: INDUSTRIAL HYGIENE

- Sanitary facilities shall be maintained in a sanitary condition.
- Each Sanitary facility shall be provided with hot and cold running water, or tepid running water.
- Hand soap or similar cleansing agents shall be provided.
- Individual hand towels or sections thereof, of cloth or paper, air blowers or clean individual sections of continuous cloth toweling, convenient to the sanitary facilities, shall be provided.
- Take precautions to reduce exposure around gases, fumes, mists, vapors, or dusts emitted by equipment, vehicles or work processes.
- Noise standard (29 CFR 1910.95) requires employers to have a hearing conservation program in place if workers are exposed to a time-weighted average (TWA) noise level of 85 decibels(dBA) or higher over an 8-hour work shift.

SECTION 7: HAZARDOUS MATERIALS

- Mechanical rooms and janitor closets have self-closing fire-rated doors
- Doors are locked
- Mechanical rooms are free of combustibles, flammables and general storage
- Good housekeeping is observed throughout the facility
- Main switches, shut-off valves and plumbing are properly labeled
- Mechanical rooms and janitor closets are free of poke-throughs and other openings that negate fire separation. All poke-throughs (access holes for vent pipes, exhaust, plumbing, electrical, etc.) must be sealed with fire resistant material to prevent the spread of fire.
- Ground fault circuit interrupter protection is provided for electrical outlets within six-feet of sinks in janitor closets
- Three feet of clear space is maintained in front of electrical panels
- All electrical and equipment panels and junction boxes have covers
- All chemicals are properly labeled
- Material safety data sheets (MSDS) are available for all chemicals
- Personal protective equipment (PPE) is available as required by maintenance or janitorial tasks and specific chemicals (masks, gloves, etc.)

SECTION 8, 9, and 10: OTHER ITEMS, MISC., AND ADDITIONAL FINDINGS (As noted)

KITCHEN INSPECTION CHECKLIST



Kitchen Self-Inspection Checklist

Use this checklist to improve your kitchen's sanitation and compliance and to make your next routine inspection a good one. This checklist reflects most requirements applicable to retail food inspections. Additional requirements may be needed based on your operations. All items in the checklist may not apply to your establishment.

FOOD

- ☐ Food is from an approved source (licensed food establishment). Food is in sound condition. Food is properly labeled. Foods prepared at home are not used.
- ☐ Upon receipt, foods are checked for proper temperatures, spoilage, contamination, and adulteration. Dented cans are not used, and all food packages are intact.
- ☐ Dry bulk food items such as flour, beans, sugar, etc., are stored in clean, covered, labeled containers with approved dispensing utensils.
- ☐ Food is not stored under unprotected or exposed sewer or water lines.
- ☐ No food, food equipment, or utensils are stored in restrooms/vestibules.
- ☐ All foods, food equipment, and utensils are stored a minimum of 6 inches above the floor.
- ☐ Foods are dated/stored in a manner that ensures "first in, first out."
- ☐ Potentially hazardous/ready-to-eat foods held for more than 24 hours are marked with "preparation date" and "disposition date."
- ☐ Potentially hazardous foods are maintained below 41°F or above 135°F, and frozen foods are maintained frozen at all times. A metal probe thermometer, accurate to + or -2°F, is used to check food temperatures regularly.
- ☐ Foods are cooked to the proper internal temperatures.
- ☐ Cooked/prepared foods are rapidly cooled/reheated to the proper internal temperature and within the proper time frame.
- ☐ Raw foods are stored below cooked and ready-to-eat foods.
- ☐ Frozen foods, once thawed, are not refrozen. Frozen food is thawed properly.
- ☐ Food on display, protected from consumer contamination by packaging, sneeze guards, display cases or other effective means.
- ☐ A food-dispensing utensil is available for each container at a consumer self-service unit such as a buffet or salad bar.
- ☐ Unpackaged raw animal food such as beef, lamb, poultry, and fish not offered for consumer self-service.

FOOD SERVICE EMPLOYEES

- ❑ Employees with Food Service Manager's Certification are present in the food establishment and in all food preparation areas at all times during hours of operation.
- ❑ Food service staff wash their hands thoroughly after coughing, sneezing, or any other form of contamination or at anytime during which an interruption in food preparation occurs.
- ❑ Employees infected with a disease or symptoms that can be transmitted by food (including open sores) are either sent home or restricted to non-food contact activities.
- ❑ Employees do not smoke or eat in the food preparation area. Drinking cups or glasses must be covered and contain a type of drinking straw or device that is handled in a manner to prevent contamination.
- ❑ Food service workers do not touch foods with their bare hands unless written, approved procedures are in place. Otherwise, single-use gloves and/or suitable utensils are used to handle foods.
- ❑ Food service workers working with a highly susceptible population do **not** contact food with the bare hands.
- ❑ No cross contamination of raw/cooked/other foods.
- ❑ No jewelry is permitted when handling food. Only a plain, band-style ring is permitted. No false nails or nail polish is allowed. Nails must be maintained clean and trimmed.
- ❑ Employees are wearing clean outer garments, and all kitchen employees are wearing effective hair restraints.
- ❑ Personal belongings are stored in a separate, designated area away from food and equipment.

WATER AND PLUMBING

- ❑ All sinks must have sufficient hot and cold water under pressure. Hand sinks must have hot water at least 100°F, and utensil-washing sinks must have hot water at least 110°F.
- ❑ All drains are working properly, and plumbing is maintained in good repair.

EQUIPMENT AND UTENSILS

- ❑ Equipment is adequate to maintain product temperature.
- ❑ A high-temperature dishwashing machine reaches a wash cycle temperature and final rinse temperatures listed in manufacturer's specifications. If a low-temperature dishwashing machine is used with a chemical agent, the temperature and the chemical concentration must be up to the manufacturer's specifications. Mechanical dishwashing and sanitizing at () ppm/temperature.
- ❑ A manual three-compartment utensil-washing sink (wash, rinse, sanitize, air-dry) must contain an approved sanitizer. Manual dishwashing and sanitizing at () ppm/temperature.
- ❑ Test kits, thermo-labels, thermometers must be available to test sanitizing methods. Dish baskets or racks that allow for complete immersion must be available at sinks when hot water is used for sanitization.
- ❑ There is no evidence of food residue on cleaned and sanitized equipment and utensils.

- ☐ No cracked or chipped dishes, glasses, or utensils are present.
- ☐ Proper storage procedures are followed when storing cleaned and sanitized equipment and utensils.
- ☐ All equipment is maintained in a clean, sanitary condition and approved by the city health department.

SEWAGE/WASTE WATER DISPOSAL SYSTEM

- ☐ Proper disposal.

HANDWASHING FACILITIES

- ☐ Hand sinks are adequate and accessible.
- ☐ Hand sinks are provided with soap and paper towels or other approved drying devices.
- ☐ Hand washing signs are posted at all hand sinks.

FLOORS, WALLS, and CEILINGS

- ☐ All floors, walls, and ceilings are maintained clean and in good repair (including attachments – vents, mop sinks, etc).

TOILET FACILITIES

- ☐ ALL hand sinks are equipped with hand-cleaning soap, paper towels or hand-drying device, warm water, and a conveniently located waste receptacle.
- ☐ All restrooms must have at least one covered waste receptacle and toilet tissue.
- ☐ Hand washing signs must be posted.
- ☐ Toilets/toilet rooms must be clean, in good repair, and free of objectionable odors.

LIGHTING AND VENTILATION

- ☐ Adequate lighting must be provided in food preparation and storage areas.
- ☐ All lights must be covered with a shatter resistant covering.
- ☐ Ventilation must be sufficient to prevent grease and condensation from accumulating on walls and ceilings.
- ☐ Ventilation filters must be kept clean and free of build-up (dust, grease, etc.).

PEST CONTROL

- ☐ Facility is free from insect and pests or evidence of insect/rodent activity.
- ☐ Openings to the outside are protected against the entrance of insects and rodents.
- ☐ Only pesticides approved and registered by governmental authorities are used at the establishment.

TOXIC MATERIALS

- ☐ Toxic materials are properly labeled/stored/used.

GARBAGE

- ❑ Food preparation and storage areas are clean and free from trash and food residue.
- ❑ Dumpsters located outside are closed, have a drain plug, and are stored on an easily cleanable surface such as concrete or machine-laid asphalt.
- ❑ Dumpsters have proper enclosure. They are not visible from the street.

NOTICES/DOCUMENTATION POSTED/PROVIDED

- ❑ "No smoking" signs posted within establishment and at every entrance?
- ❑ Employee health policy requires that food employees and applicants report to the person in charge, information about their health and diseases transmitted by food.
- ❑ Written consumer advisory at establishment serving or selling raw or partially cooked animal protein or seafood that informs consumers of the significantly increased risk of consuming raw or partially cooked animal protein and seafood?
- ❑ Written fish freezing records readily available and maintained for 90 days at establishments serving raw or partially cooked fish?
- ❑ Shellfish fish tags retained for 90 days from the date the container is emptied?
- ❑ Heimlich Maneuver Poster (Choking) and sanitation posters posted and in good condition?
- ❑ Food Dealer's Permit is current and posted in public view?
- ❑ Food Service Manager's Certification is current and posted in public view?
- ❑ Retail Frozen Desserts Establishment permit is current and posted in public view?
- ❑ Sulfite warning posted?
- ❑ Copy of last inspection report available?
- ❑ Written records kept for potentially hazardous foods using time only as a public health control?
- ❑ Approved HACCP plans on premises when specialized processing methods are used?
- ❑ Sign stating, "Operation of establishment without a certified manager present is unlawful" posted?
- ❑ Sign displayed to notify consumers that clean tableware is to be used upon return to self-service areas such as buffets?
- ❑ A conspicuous sign instructing the customer on the proper dispensing procedures is posted in the immediate bulk food display area?

SUBSTANTIAL HEALTH VIOLATIONS: *These are violations of such a direct and substantial impact to public health that the violation must be immediately corrected or the health officer will require the closure of the food establishment.*

-NO WATER

-NO HOT WATER

-NO ABILITY TO SANITIZE

-SEWAGE BACK UP

-POWER OUTAGE

-PEST INFESTATION

-NO/EXPIRED FOOD DEALER'S PERMIT

SERIOUS HEALTH VIOLATIONS: *These health violations have a direct impact on public health and must be corrected immediately or within 24 hours. Serious items may, as a group, lead to the closure of a food establishment if not corrected (i.e., **temperature problems, filthy food contact surfaces, remodeling without plans, improper sanitization, food from unapproved sources, adulterated food, no certified manager on duty**, etc).*

GENERAL HEALTH VIOLATIONS: *These health violations require the attention of the operator in a timely fashion. Though not having an immediate impact on public health, they may lead to or contribute to more serious health violations (i.e., **construction violations, no effective hair restraints, use of fingernail polish/jewelry/false nails, inadequate lighting**, etc).*