

# Checklist

## Restaurant Safety

Presented by  
Coterie Insurance

**Date:**

**Area:**

**Review  
Conducted By:**

It's natural for a restaurant's structure to suffer from deterioration and aging processes as the years progress. However, these defects should not be overlooked; such structural flaws could lead to an increased likelihood of damage in the case of a natural disaster (e.g., earthquake, flood, tornado) or cause a fatal accident (e.g., fire, chemical spill, gas leak) if left untreated. In addition, a lack of attention to a restaurant's interior and housekeeping practices places the safety of the building owner, employees and occupants at risk. Therefore, it is vital to be aware of the overall condition of your restaurant. To ensure your restaurant's safety, reputation and overall performance, take a look at the following structural checklist:

Building Exterior	Yes	No	N/A
Is the building's address/identification clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exterior lighting fixtures functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all sides of the building have access to emergency equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the exterior walls clear of cracks or other damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all windows clear of cracks or broken panes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all paved surfaces been inspected and repaired (if necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all available stairs, landings and handrails in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all sewer clean-out caps properly placed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do entrance doors close at the proper speed to avoid finger hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the roof have any debris, drainage or physical damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the roof appear to be suffering from structural deformation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the roof shingles in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all gutters, vents, drains, skylights, etc., in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a documented annual inspection protocol in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Building Interior—Electric, Heating, and Air Conditioning</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have all electrical panels been secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical circuits and switches in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a lockout procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all thermostats in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all vents, units and filters clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the furnace/boiler rooms kept locked and free from any combustible storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any pipes leaking or in need of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any electrical supply damaged or in need of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all extension cords equipped with a ground prong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power cords for small appliances equipped with a ground prong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning equipment power cords equipped with a ground prong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all circuit breaker switches accurately labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all circuit breaker boxes clear of obstruction? There should be no material stored in front of the access panel or within 30 inches of it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are face plates installed on all electrical receptacles and light switches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all light fixtures contain bulbs? Are they properly covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Building Interior—Plumbing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are there any leaks in exposed pipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any signs of corrosion on any pipes (green stains near shut-off valves)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the water pressure in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the drainage speed in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the toilets flush properly or contain all necessary parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the burner chamber of the water heater function correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the caulking need to be replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any mildew in areas where water may stand for long periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cracks in the toilets or sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all the faucets in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Building Interior—Sprinkler System</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the building have an automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the sprinkler system have an accessible control valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the sprinkler system tested on a quarterly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 18 inches of clearance between the sprinkler heads and any stored materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the system inspected by a qualified technician at least once annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 3 feet of clearance around the sprinkler system main control valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chemical Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Do all employees have a right to know what chemicals they work with? Are employees aware of what the chemical hazards are and how to handle them safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety data sheets in a general place where all employees can access them at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemical containers labeled with contents and hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an eyewash station nearby? Is it labeled so employees know where it is located? Is it checked monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all cleaning chemicals appropriately stored and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemicals stored away from food and other food-related supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Fire Prevention and Life Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the building have a fire detection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire detection system protect the entire building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fire detection system provide a proper alarm signal within the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire detection system tested on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable fire extinguishers mounted properly in strategic locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable fire extinguishers inspected by a qualified technician at least once a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers in working order and adequately charged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 3 feet of unobstructed access to all portable fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the automatic extinguishing system have a current inspection tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all combustibles kept away from heat sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are all exits and travel paths easily accessible/identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all non-exit doors clearly marked as "Not an Exit"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits unlocked during business hours and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency lights functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights and systems tested periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate evacuation plans displayed throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a first-aid kit stocked and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Storage Rooms/Walk-In Coolers and Freezers</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are all dried goods stored at a temperature between 50-70 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carbon dioxide gas systems maintained and in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage racks strong enough to support the weight of bulk materials stored on them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage racks secured properly to prevent tipping over when loaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all food and paper supplies stored 6-8 inches off the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies securely stacked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all food labeled with name and delivery date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the first-in, first-out method of inventory being practiced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place to ensure there are no bulging or leaking canned goods in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all food protected from contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the refrigerator and freezer thermometers accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food stored 6 inches off the floor in walk-ins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all food properly wrapped, labeled and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the floor surfaces outside the walk-in cooler or freezer textured to prevent slips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the floor surfaces in the walk-in cooler or freezer free of ice buildup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the doors of the walk-in cooler or freezer have an interior release mechanism that is in working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are lights in the walk-in cooler or freezer working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pathways clear of trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are floors clear of standing water or ice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the air conditioning condensers working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are light covers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Material Handling</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are dollies or push carts available for carrying heavy bulk items? Are they in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are wheeled casters available for garbage cans? Are they in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Ladders and Stepladders</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are employees trained in ladder safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stepladders and step stools available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders stored properly and secured when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are roof ladders always locked to prevent access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the appropriate ladders used for tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Floors and Walking Surfaces</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Do all employees wear approved slip-resistant footwear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all floor surfaces in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all floor mats or carpets in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all steps or stairs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are primary walkways free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting in all areas of the restaurant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a slip test using a slip reader been conducted in the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors around the ice machines free of standing water and ice cubes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors around the sink areas free of standing water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor drains adequately covered and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment/Appliance Safety	Yes	No	N/A
Is the grease filtration system properly working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the grease shuttle device in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate personal protective equipment available for employees changing the grease from the fryers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all appliances working properly? This includes the dishwasher and trash compactor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are heat-resistant potholders utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all equipment sanitized between uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are small equipment and utensils air-dried?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work surfaces clean to sight and touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work surfaces washed and sanitized between uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are thermometers washed and sanitized between uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the can opener clean to sight and touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the food slicer clean to sight and touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the food slicer sanitized between uses and when using potentially hazardous foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are drawers and racks clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is small equipment inverted, covered or otherwise protected from dust or contamination while stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are box cutters or knives stored away when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a separate container to place knives that need to be washed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a dress code in place for employees who cook? This includes not wearing loosefitting clothing, tying long hair back and removing dangling jewelry and rings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an adequate number of wet-floor and caution signs available? Are they in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food Handling	Yes	No	N/A
Is frozen food thawed under refrigeration or in cold running water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food tasted using proper methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures in place to avoid cross-contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food handled with utensils, clean gloved hands or clean hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are utensils handled to avoid touching parts that will be in direct contact with food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Garbage Storage and Disposal</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are the kitchen garbage cans clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are garbage cans emptied when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are boxes and containers removed from the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the loading dock and area around the dumpster clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the dumpster closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Pest Control</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are the screens on open windows and doors in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there no evidence of pests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Cleaning and Sanitizing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is a three-compartment sink used? Is it set up properly for ware washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a chlorine test kit or thermometer used to check sanitizing rinse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are water temperatures accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If heat sanitizing, are utensils allowed to remain immersed in water that is 170 degrees Fahrenheit for at least 30 seconds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If chemical sanitizing, is the proper dilution used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the water clean and free of grease and food particles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are wiping cloths stored in sanitizing solution while in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spills or dropped items cleaned up promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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