



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

## PRE-LICENSING INSPECTION CHECKLIST

Ensure that the following are in compliance before the health inspector arrives for the pre-licensing inspection:

- Effective March 1, 2010, per rule 3701-21-25 of the Ohio Administrative Code, mandatory training in food protection will be required for the person in charge in all new food service operations or retail food establishments unless the individual has successfully completed an equivalent or more comprehensive certification course in food protection .**
- The facility must be clean, in compliance and ready for inspection.**
- Ensure that coolers and freezers are working properly. Cold, perishable, potentially hazardous foods must be held at 41degrees Fahrenheit (or below). Holding thermometers should be provided for all refrigerated units.**
- Provide an approved sanitizer and the appropriate test kit at all workstations.**
- Ensure that equipment needed for daily use is cleaned. All food contact surfaces must be properly cleaned and sanitized prior to first use.**
- Prepare dishwashing set-up for manual wash, rinse and sanitization.**
- Provide fresh clean wiping cloths for all areas as needed.**
- Ensure that all heating or hot holding units are properly cleaned and operational.**
- Ensure that handsinks in all areas are properly stocked with soap, disposable towels, approved waste receptacles and proper handwashing signage.**
- Hot and cold water in sufficient capacity and under adequate pressure must be provided to all equipment and fixtures that are required to use water. Hot water must be at least 100 degrees Fahrenheit.**
- Ensure that restrooms are properly supplied with soap, individual disposable towels, bath tissue and approved waste receptacles.**
- Ensure that gloves, tongs, utensils, deli paper or other food protection items are in all areas, as needed.**
- Provide a properly calibrated probe thermometer(food temperature measuring device) and all other essential equipment in all areas.**
- If a building permit was obtained, ensure that the Building Inspector has provided a final or temporary signoff on the application for Certificate of Occupancy (goldenrod).**