



CRAFT
AT CHATHAM UNIVERSITY

HOME KITCHEN SELF-INSPECTION

FOR COTTAGE FOOD BUSINESS OWNERS

EQUIPMENT & FACILITIES

- Countertops and cutting boards are smooth and easy to clean.
- All appliances are clean and free of debris.
- Hot water is quickly and readily available.
- Kitchen sponges, brushes, and dish rags look fresh, clean, and free of debris.
- Single-use towels are available for handwashing.
- Soap and sanitizer are available near kitchen sink.
- Garbage is covered, if exposed, and in an area at least a few feet from prep areas.
- There is no evidence of rodents or insects in the area.

PERSONAL HYGIENE

- Hands are washed before preparing food; after handling raw ingredients; after using the bathroom; and after smoking, eating, or drinking.
- Gloves are used to minimize bare hand contact with ready-to-eat foods.
- Clean clothes and aprons are worn in the prep area.

FOOD STORAGE

FOOD FOR BUSINESS USE IS STORED:

- separately from personal-use ingredients (e.g., in a separate drawer, cupboard, or shelf).
 - in food-grade containers that are closed to possible pests and labeled properly (with date opened and use by date).
 - in a cool, clean, and dry location which is not under a sink or near drains/pipes.
 - at least 6-inches above the floor.
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- Chemicals, cleaners, and sanitizers are stored away from foods and in their original containers, or labeled.
 - Refrigerator has a working thermometer and is kept between 32 to 40°F.
 - Freezer has a working thermometer and is kept below 0°F.

REMEMBER!

The inspector is there to help keep your customers safe and to help your business succeed.

If you don't understand a regulation, ask for an explanation or follow-up with your inspector for resources.