Utah inspection-ready checklist

Church and community kitchens (members only)

Each line is a rule a Utah health inspector can check, in plain words, with the section it comes from. Tick what's in place; the rest is your to-do list.

- ☐ **Employee health: report, exclude, restrict**
  Food workers report vomiting, diarrhea, jaundice, sore throat with fever, pus-filled sores, Big 6 diagnoses and exposures; the person in charge excludes or restricts.
  Food Code 2-201.11, 2-201.12, 2-201.13; R392-102-15(4)

- ☐ **Handwashing**
  Wash hands and forearms 20 seconds at a handwashing sink only; double wash after the restroom; sanitizer never replaces washing.
  Food Code 2-301.12, 2-301.14, 2-301.15, 2-301.16, 5-202.12; R392-102-14(4)–(8)

- ☐ **Personal hygiene**
  Short clean nails, no jewelry but a plain band, hair and beard restraints, clean outer clothing; eat, drink and use tobacco only in a designated area away from food (the one exception: a sip from a closed drink container, handled so it can't contaminate hands, the container, food, clean dishes or single-service items); a clean utensil for each taste of food that will be served, used only once.
  Food Code 2-302.11, 2-303.11, 2-304.11, 2-401.11, 2-402.11, 2-301.14, 3-301.12, 6-403.11; R392-102-14(4), (9)–(15); docs/source/research/hygiene-and-kits.md RW1-RW10

- ☐ **No bare-hand contact with ready-to-eat food**
  Use tongs, deli tissue, waxed paper or gloves; single-use gloves for one task; bare-hand contact only with county approval and records.
  Food Code 3-301.11, 3-304.15, 2-401.13; R392-102-14(1)–(3) (trucks: no bare-hand variance)

- ☐ **Cooking temperatures**
  Poultry 165°F, ground meat 155°F for 17 s (protocol 160°F), steaks/chops/fish 145°F, microwave 165°F and stand 2 minutes.
  Food Code 3-401.11, 3-401.12; R392-102-12(2)

- ☐ **Hot and cold holding**
  Hot 135°F or above and cold 41°F or below, except a whole roast cooked on the roast chart (130°F or above, not on a food truck), raw shell eggs (the air around them 45°F or below) and food marked under time control (Food Code 3-501.19, 4 hours, not on a food truck). Food carried to an event is probed at loading and on arrival.
  Food Code 3-501.16, 3-501.19; R392-102-12(6)

- ☐ **Cooling**
  135°F to 70°F within 2 hours, then to 41°F within 6 hours total.
  Food Code 3-501.14, 3-501.15; R392-102-12(5) (trucks: at the commissary)

- ☐ **Reheating for hot holding**
  165°F for 15 seconds within 2 hours; only reheat once (protocol).
  Food Code 3-403.11; R392-102-12(2)

- ☐ **Thawing**
  Refrigerator, cold running water at 70°F or colder, microwave then cook, or as part of cooking. Never on the counter.
  Food Code 3-501.13; R392-102-12(4)

- [ ] **Date marking and disposal**
  Ready-to-eat TCS food held over 24 hours is labeled and used within 7 days at 41°F (day of prep = day 1); home kitchens: same day or 72 hours.
  Food Code 3-501.17, 3-501.18; R392-102-12(7)–(9)

- [ ] **Time as a public health control**
  4-hour limit with containers marked; written procedure on file; unmarked containers discarded.
  Food Code 3-501.19

- [ ] **Receiving and approved sources**
  Cold 41°F or below, frozen solid, eggs in 45°F air; USDA or Utah inspected meat; reject damaged or temperature-abused food.
  Food Code 3-201.11, 3-202.11; R392-102-11(2), 12(1)

- [ ] **Storage order and separation**
  Ready-to-eat on top, then fish, whole cuts, ground meat, poultry on the bottom; raw meat types kept apart; food and cups, lids and paper goods 6 inches off the floor (cases on a pallet, dolly or rack can sit lower; cased cans and bottles, and milk in crates, can sit on a clean, dry floor); never in toilet, locker, dressing, garbage or mechanical rooms, or under an unshielded sewer line, a leaking or sweating water line or open stairs (food trucks: Utah R392-102-11(15), (16)). Between uses, an in-use utensil rests in one of the six places the Code lists (3-304.12: in the food with the handle up, a closed bin of dry food, a clean sanitized spot, running water, a clean protected spot for a scoop of food that is not TCS food, or water at 135°F or above); single-service articles stay in the package or covered and are handled by the handle or base (4-904.11).
  Food Code 3-302.11, 3-305.11, 3-305.12, 3-304.12, 4-903.11, 4-903.12, 4-904.11; R392-102-11(15), (16), R392-102-9(16); docs/source/research/hygiene-and-kits.md DS1-DS9

- [ ] **Allergens and cross-contact**
  Tell customers in writing which of the 9 major allergens are ingredients in each unpackaged food; label allergens; prevent cross-contact with separate utensils and pitchers, fresh gloves, and washing (sanitizer doesn't remove allergens).
  Food Code 1-201.10(B), 3-602.12(C); FALCPA; FASTER Act

- [ ] **Food allergy awareness**
  The person in charge can name the 9 major allergens (sesame is the 9th) and the signs of a reaction. Every employee is trained in food allergy awareness for their job; Utah's food handler course covers the major allergens, reactions and cross-contact.
  Food Code 2-102.11(C)(9), 2-103.11(O); R392-103-6; R392-102-4(14)

- [ ] **Whole roasts: cook chart and 130°F holding**
  Whole meat roasts reach a chart temperature and time (130°F for 112 minutes up to 145°F for 4 minutes, or 158°F instantly) in a preheated oven; roasts cooked this way may be hot-held at 130°F instead of 135°F.
  Food Code 3-401.11(B), 3-501.16(A)(1); docs/source/research/buffet-and-dinner-service.md

- [ ] **Consumer advisory for raw or undercooked food**
  Animal food served raw or undercooked on request (burgers to order, rare meat, soft eggs, raw fish) needs a written disclosure and reminder on the menu or a table tent, except a whole, intact beef steak seared top and bottom to 145°F with a color change (3-401.11(C)); never ground meat on a children's menu; a variance from your health department is the other way (3-401.11(D)(4)); and where a highly susceptible population is served this food may not be served at all, and the advisory does not replace that (3-801.11(C)). Food trucks: customers who order it are told it is not cooked enough to be safe (R392-102-15(3)(h)).
  Food Code 3-603.11, 3-401.11(C)–(D), 3-801.11(C); docs/source/research/buffet-and-dinner-service.md; docs/source/research/menu-items.md AE1-AE10; R392-102-15(3)(h)

- [ ] **Returned, leftover and donated food**

  Food a customer was served and sent back is thrown out and not served again; the only exceptions are a closed narrow-neck bottle and food like crackers, salt or pepper in an unopened original package in sound condition, and only if it does not need to stay hot or cold (3-306.14). Unsafe food is discarded (3-701.11). Leftovers to keep are held at 135°F or above or cooled by the cooling steps, covered, labeled and dated. Food stored, prepared, packaged, displayed and labeled in accordance with law and the Code may be offered for donation (3-204.10). Food trucks and home kitchens have their own Utah rules: ask your health department.

  Food Code 3-306.14, 3-701.11, 3-204.10, 3-501.14, 3-501.16; docs/source/research/returned-food.md RF1-RF8

- [ ] **Buffet and self-service protection**

  Sneeze guards, covers or cases on displayed food; a utensil for each dish; a trained employee watches the line; no raw meat, poultry or fish on self-service; customers told to take a clean plate for seconds; food returned by a customer is never served again (the only exceptions: a closed narrow-neck bottle, or crackers, salt or pepper in an unopened original package in sound condition, and only for food that does not need to stay hot or cold; 3-306.14).

  Food Code 3-306.11, 3-306.13, 3-304.16, 3-306.14, 2-103.11(M); docs/source/research/buffet-and-dinner-service.md

- [ ] **Parasite destruction for raw or undercooked fish**

  Fish served raw or undercooked is frozen first (-4°F for 7 days, or -31°F options) with records kept 90 days, or a supplier's written freezing statement. Not needed for fish cooked to 145°F.

  Food Code 3-402.11, 3-402.12; docs/source/research/buffet-and-dinner-service.md; R392-102-12(2) (Part 3-4)

- [ ] **Pasteurized eggs in uncooked egg foods**

  Use pasteurized eggs in foods like aioli, mayonnaise, Caesar dressing, meringue, eggnog and ice cream, except food cooked to 145°F for 15 seconds (eggs broken to a customer's order for immediate service) or 155°F for 17 seconds (eggs in a dish or batch), or raw-egg food served on request with the consumer advisory (not at a highly susceptible place). Where a highly susceptible population is served, pasteurized eggs also go in any recipe where more than one egg is broken and combined, unless it is one customer's serving cooked at once, baked all the way, or under a HACCP plan (3-801.11(B) and 3-801.11(F)). Food trucks: a variance with a commissary HACCP plan is the only way to use raw shell eggs in uncooked food (R392-102-11(6)(d)).

  Food Code 3-302.13, 3-401.11(A), (D), 3-801.11(B), (F); docs/source/research/menu-items.md AE1-AE10; R392-102-11(6)(d)

- [ ] **Special processes: a variance or a HACCP plan before you start**

  Smoking or adding vinegar or another additive to keep food (not only for flavor), curing, reduced oxygen packaging (vacuum packing, modified atmosphere, sous vide, cook-chill), a live molluscan shellfish display tank, custom processing animals, sprouting seeds or beans, and any method your health department says needs one need a variance and a HACCP plan approved by your health department before you start. Reduced oxygen packaging needs no HACCP plan if the food is always labeled with the time and date, held at 41°F or below and taken out of its package in your kitchen within 48 hours (fish only if frozen the whole time). Juice you package needs a HACCP plan for a 5-log reduction or the warning label. A food truck may not use these specialized methods at all and gets no variance (R392-102-11(22)); a home kitchen may not use a process that requires a HACCP plan (Utah Code 26B-7-416(8)(d)).

  Food Code 3-502.11, 3-502.12, 3-404.11, 8-103.12, 8-201.13, 8-201.14; Utah R392-100-4(3)(n), (o); R392-102-11(22); Utah Code 26B-7-416(8)(d); docs/source/research/special-process.md

- [ ] **Wash produce before cutting**

  Raw fruits and vegetables are washed in water before cutting, cooking or serving. Cut melons, cut leafy greens and cut tomatoes are TCS: hold at 41°F or below.

  Food Code 3-302.15(A), 3-302.11(A)(8), 1-201.10(B), 3-501.16(A)(2); Utah R392-100-4; docs/source/research/menu-items.md PW1-PW6

- [ ] **Ice: drinking water, clean scoop, clean machine**
  Ice is made from drinking water or bought bagged from a supplier that follows the law. The scoop is kept clean and protected (we say out of the ice, handle up, never a cup or glass). The ice machine and bin are cleaned at the maker's stated frequency; the Code sets no number of days.
  Food Code 3-202.16, 5-101.11, 3-201.11(A), 3-304.12(E), 4-602.11(E)(4); Utah R392-100-4; docs/source/research/menu-items.md IC1-IC7

- [ ] **Cleaning and sanitizing**
  Wash, rinse, sanitize, air-dry. Chlorine 50–99 ppm 10 s; quat per label 30 s; hot water 171°F 30 s. Test kit on site.
  Food Code 4-301.12, 4-302.14, 4-501.112, 4-501.114, 4-703.11, 4-901.11; R392-102-8(17), R392-102-10

- [ ] **Cleaning frequency**
  Food-contact surfaces cleaned between raw and ready-to-eat, between raw meat types, and at least every 4 hours in continuous use.
  Food Code 4-602.11; R392-102-9(4)–(5)

- [ ] **Accurate thermometers**
  Food thermometers accurate to ±2°F; calibrate by ice point (32°F); not boiling water in Utah.
  Food Code 4-203.11, 4-302.12; R392-102-8(15)–(16)

- [ ] **Pest control**
  Keep premises free of pests: inspect deliveries and the building, remove harborage, licensed operator only for pesticides.
  Food Code 6-501.111, 6-501.112, 7-206.12; R392-102-13

- [ ] **Restrooms: stocked, clean, doors closed**
  Every restroom handwashing sink has soap, a way to dry hands and warm water; toilet rooms are fully enclosed with self-closing doors; restrooms are cleaned and disinfected on schedule and checked for soap and paper towels while open. Double handwash after the toilet: restroom sink, then the kitchen sink.
  Food Code 6-202.14, 6-301.11, 6-301.12, 5-204.11; source protocols (restrooms checked hourly for soap and towels at events; clean and disinfect before and after)

- [ ] **Mops, rags and cleaning tools kept apart**
  Restroom and floor tools never touch food areas: a separate, labeled set of cloths, sponges and mops for floors and restrooms; mop buckets filled and emptied only at the mop (service) sink; mops hung to air-dry; no food stored in restrooms or janitor closets; wiping cloths kept in sanitizer between uses and laundered.
  Food Code 2-301.15, 5-203.13, 6-501.16, 3-305.11, 3-305.12, 3-304.14, 4-802.11; source protocols (separate labeled sets for food-contact surfaces and for floors and the bathroom)

- [ ] **Chemical storage and SDS**
  Chemicals labeled, stored below and away from food; EPA-registered food-contact sanitizers; Safety Data Sheets accessible.
  Food Code 7-102.11, 7-201.11, 7-204.11; OSHA 29 CFR 1910.1200

- [ ] **Vomit and diarrhea cleanup procedure**
  Written procedure: stop service nearby, protective gear, absorb, clean, disinfect 1,000–5,000 ppm bleach or norovirus product, discard, log.
  Food Code 2-501.11; R392-102-15(5)

- [ ] **Keep records 90 days**
  Logs and checklists kept at least 90 days; ready for an inspector.
  Utah Code 26B-7-416(8)(a); protocol

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