

SELF-INSPECTION CHECKLIST

ph.lacounty.gov/mehko | homebasedfoods@ph.lacounty.gov | (626) 430-9855

The items listed below represent the main areas evaluated during a Microenterprise Home Kitchen Operation (**MEHKO**) inspection. This checklist is designed to assist you as the facility operator, in evaluating the condition of your operation. We suggest that you go through this list and "check off" items that are in compliance. Items not checked could be considered a "violation" and should be corrected.



Please contact our **Homebased Food Operations** at (626) 430-9855 or email homebasedfoods@ph.lacounty.gov if you have any questions.

FOOD SAFETY

<input type="checkbox"/>	Food that is purchased for your business is properly labeled and purchased from an approved source (licensed by the county, state, or federal government).
<input type="checkbox"/>	All foods are stored a minimum of 6" (inches) off the floor.
<input type="checkbox"/>	Any perishable food stored outside of the home (i.e., garage, shed, patio) is properly stored in a refrigerator/freezer with a properly closing door/lid.
<input type="checkbox"/>	Raw whole produce is washed prior to being cut, served, and/or combined with other ingredients prior to cooking.
<input type="checkbox"/>	Food is protected from dirt, unnecessary handling, overhead leakage, and other forms of contamination.
<input type="checkbox"/>	All bulk food storage containers have proper covers and are properly labeled with the name of the contents.
<input type="checkbox"/>	Food products are stored in non-toxic containers.
<input type="checkbox"/>	Hazardous substances (cleaning materials) are properly labeled and stored away from food products.

TEMPERATURE CONTROL

<input type="checkbox"/>	Potentially hazardous foods are hot held at or above 135°F or cold held at or below 41°F.
<input type="checkbox"/>	A thermometer, accurate to + or -2°F, is provided either as an integral part of the refrigerator (dial outside) or is located inside each unit, at its warmest point, in a readily visible location.
<input type="checkbox"/>	An accurate metal probe thermometer or thermocouple, suitable for measuring food temperatures, is readily available and is being used to check food temperatures.
<input type="checkbox"/>	Have a calibrated thermometer to ensure food is cooked, reheated, and held at the correct temperature. For information on how to calibrate a thermometer, refer to "A Guide to Food Safety in a Home Kitchen" pamphlet.



EQUIPMENT / UTENSILS

<input type="checkbox"/>	All counter spaces in the kitchen are clear from personal items and non-food preparation items.
<input type="checkbox"/>	All equipment items (i.e., utensils, tables, sinks, food containers, etc.) are clean and well maintained, and food contact surfaces are properly washed, rinsed, sanitized, and air dried.
<input type="checkbox"/>	The final sanitizing rinse of equipment is done by one of the following means only: a) immersed in solution of 100 ppm chlorine for at least 30 seconds; b) immersed in solution of 200 ppm quaternary ammonium for 60 seconds; c) in a mechanical dish machine capable of achieving a utensil surface temperature of 160°F.
<input type="checkbox"/>	Testing materials to adequately test sanitizing methods are readily available and used. Test strips should match with the type of sanitizer used.
<input type="checkbox"/>	Damaged or unapproved utensils have been properly repaired or replaced.
<input type="checkbox"/>	Utensils are properly protected from contamination during storage.
<input type="checkbox"/>	Both dry and wet wiping cloths are properly used. Multi-use wiping cloths are stored in a sanitizer solution (100 ppm chlorine or 200 ppm quaternary ammonium) when not in use.
<input type="checkbox"/>	Sink and dishwasher are sanitized. For information on how to sanitize, refer to “A Guide to Food Safety in a Home Kitchen” pamphlet.

FOOD HANDLER HEALTH & HYGIENE

<input type="checkbox"/>	The MEHKO employee and/or family/household members handling unpackaged food or utensils have obtained their Food Handler's Certificate (renewed every three years), and all records are readily available.
<input type="checkbox"/>	Food handlers wash their hands with soap and warm running water for any of the following reasons: a) before starting work; b) immediately after using the restroom; c) between tasks; d) any time needed to prevent food contamination.
<input type="checkbox"/>	Food handlers do not have open sores, and are not sick with symptoms of diarrhea, vomiting, fever, or persistent coughing, sneezing, or runny nose.
<input type="checkbox"/>	Food handlers are wearing clean outer garments, and the hair of employees is properly restrained with a hat, hair covering, or hair net.
<input type="checkbox"/>	Food handlers do not smoke or use tobacco inside the residence kitchen.
<input type="checkbox"/>	Clothing and personal items are stored away in a proper manner.

WATER AND SEWAGE

<input type="checkbox"/>	The water supply shall be from a water system approved by the Environmental Health Division.
<input type="checkbox"/>	All sinks are fully operable with hot and cold running water under pressure. Hand washing water must be at least 100°F and hot water of at least 120°F must be available within the residence.
<input type="checkbox"/>	Plumbing is in good repair and not leaking.
<input type="checkbox"/>	All wastewater is properly disposed of through an approved sewage disposal system (e.g., sewer, septic system).

TOILET / HANDWASHING SINKS

<input type="checkbox"/>	Toilet facilities are clean, well maintained and in good repair.
<input type="checkbox"/>	Single use paper towels and dispensable soap are present (bar soap and reusable cloth towels are not approved).
<input type="checkbox"/>	Toilet tissue dispensers are fully stocked.
<input type="checkbox"/>	Ventilation is provided in each restroom and is in good repair.

PEST CONTROL

<input type="checkbox"/>	Facility is free from insect and rodent infestations.
<input type="checkbox"/>	Live animals are not allowed in food prep areas and must be excluded from the preparation areas during active preparation of MEHKO menu items.
<input type="checkbox"/>	Only approved pesticides are used in the proper manner according to the manufacturer's label.

TRASH

<input type="checkbox"/>	Trash containers are leakproof and covered.
<input type="checkbox"/>	Plastic bags are tied before placing in refuse containers.
<input type="checkbox"/>	Outside trash bins are in good repair and the lids are closed.
<input type="checkbox"/>	Fat, Oil, and Grease (FOG) are disposed of properly. For information on how to dispose FOG, reference the "MEHKO Good Neighbor Practices", guide.
<input type="checkbox"/>	Organic waste is separated per local ordinance.

OPERATION

<input type="checkbox"/>	Facility has a current Public Health permit to operate and is posted during operation.
<input type="checkbox"/>	Delivery of food can take place only if it's done by the MEHKO employee, or a family member/household member of the permittee. Note: third-party delivery companies may deliver to an individual who has a physical or mental condition that may prevent him/her from accessing food.
<input type="checkbox"/>	Third-party delivery records must be kept by the permittee. The records shall include the number and dates of the special case deliveries. The permittee's website shall clearly post that it is not allowed to use a third-party delivery service. Also, the permittee's website shall clearly post, that there are specific conditions that allow for the use of third-party delivery services.
<input type="checkbox"/>	MEHKO laundry must be cleaned separately from the general household linen.
<input type="checkbox"/>	Animals are excluded from the kitchen and preparation areas during MEHKO designated operating hours.
<input type="checkbox"/>	No other personal cooking activities are taking place during MEHKO food production.
<input type="checkbox"/>	A copy of the last inspection report is available for review upon request.
<input type="checkbox"/>	Documents to verify annual gross sales are available upon request.

FLOORS / WALLS / CEILINGS

<input type="checkbox"/>	Floors are clean, well maintained, and in good repair.
<input type="checkbox"/>	Walls, ceilings, and windows are clean, well maintained and in good repair.

