



# County of San Diego

## DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY

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## MICROENTERPRISE HOME KITCHEN OPERATION (MEHKO) SELF-INSPECTION CHECKLIST

The items listed below represent the main areas evaluated during a routine MEHKO inspection. This checklist is designed to assist you, the facility operator, in evaluating the condition of your operation between inspections by this department. We suggest that you go through this list, and "check off" those items that you believe are in compliance. Those not checked could be considered a "violation" and should be corrected. Please call our Specialist on Duty at (858) 505-6900 or email [FHDMEHKO@sdcounty.ca.gov](mailto:FHDMEHKO@sdcounty.ca.gov) if you have any questions.

### FOOD SAFETY

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

### TEMPERATURE CONTROL

- Potentially hazardous foods are maintained at 41°F or below.
- 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.
- An accurate metal probe thermometer or thermocouple, suitable for measuring food temperatures, is readily available and is being used to check food temperatures.

### EQUIPMENT / UTENSILS

- 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.
- 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.
- Testing materials to adequately test sanitizing methods are readily available and used. Test strips should match with the type of sanitizer used.
- Damaged or unapproved utensils have been properly repaired or replaced.
- Utensils are properly protected from contamination during storage.
- 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.

## **EMPLOYEE HEALTH & HYGIENE**

- The owner/operator of the MEHKO has obtained their Food Safety Manager Certificate (renewed every five years) and all other employees handling unpackaged food or utensils have obtained their Food Handler's Certificate (renewed every three years), and all records are readily available.
- Employees 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.
- Employees handling food or utensils have no open sores, and are not sick with symptoms of diarrhea, vomiting, fever, or persistent coughing, sneezing, or runny nose.
- Employees are wearing clean outer garments and the hair of employees is properly restrained with a hat, hair covering, or hair net.
- Employees do not smoke or use tobacco inside the residence kitchen. Unless steps can be taken to prevent contamination of food and food contact surfaces, children are excluded from the preparation areas during active preparation of MEHKO menu items. No other personal cooking activities are taking place during MEHKO food production.
- Clothing and personal effects are stored away in a proper manner.

## **WATER AND SEWAGE**

- 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.
- Plumbing is in good repair and not leaking.
- All wastewater is properly disposed of through an approved sewage disposal system (ex. sewer, septic system).

## **FLOORS / WALLS / CEILINGS**

- Floors are clean, well maintained, and in good repair.
- Walls, ceilings, and windows are clean, well maintained and in good repair.

## **TOILET / HANDWASHING SINKS**

- Toilet facilities are clean, well maintained and in good repair.
- Single service paper towels and dispensable soap are present (bar soap and reusable cloth towels are not approved).
- Toilet tissue dispensers are fully stocked.
- Ventilation is provided in each restroom and is in good repair.

## **PEST CONTROL**

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

## **REFUSE**

- Trash containers are leak-proof and covered.
- Plastic bags are tied before placing in refuse containers.
- Outside trash bins are in good repair and the lids are closed.

## **OPERATION**

- Facility has a current Department of Environmental Health and Quality permit to operate and is posted at all times.
- A copy of the last inspection report is available for review upon request.