

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

****Pre-Licensing Inspection Checklist****

- I have received a plan approval letter from the Cuyahoga County Board of Health.
- Plans have been submitted to the proper city, village, or township departments
- I have received an occupancy permit from the city, village, or township
- All construction work was performed by licensed and permitted contractors.
- All construction equipment is removed, and all work is complete.
- Sinks are secured and sealed against the wall OR mounted 4 inches from the wall.

Prior to the Cuyahoga County Board of Health Pre-Licensing Inspection:

- The facility is constructed according to the approved plans.
- All surfaces are clean and ready to use.
- All equipment is commercial-grade, and matches the equipment approved by the Board of Health.
- All equipment is correctly installed, and working properly.
- All refrigeration is holding at 41° F or below, and all refrigerators have working thermometers.
- All hand sinks have soap, paper towels, hand washing signs, and covered waste baskets.
- Hot and cold water is available at all sinks.
- Sanitizer and test strips are readily available.
- A metal-stemmed food safety thermometer with a 0-220 degrees Fahrenheit range is available.
- A covered trash can is in the female restroom(s).
- A dumpster for the facility is in place.
- All chemicals are properly labeled and stored.
- If a dish machine is installed, it is working properly.
- Level One Food Safety Training has been completed. Level two food safety training has also been completed for class 3 or 4 facilities. If not, it must be completed within 30 days after opening. Please visit www.ccbh.net/food-safety-links for more information.