



SMALL SCALE
FOOD PROCESSOR
ASSOCIATION
SUPPORTS INDEPENDENT
FOOD PROCESSORS & GROWERS

Document No: HUB.S.REC.135
Effective Date: 01-August 2022
Revision Date: New

Daily Sanitation Inspection Checklist

Revised By: NRoss
Approved By: MDaskis
Reason for Revision: New

Date/Time:		Conducted by:		
Item of Equipment	Cleaning Task	Satisfactory		Comments/Corrective Action Taken
		Yes	No	
Carts and Transport Equipment	Thoroughly clean and sanitize supports and exterior_			
Griddle	Disassemble and clean burners and trays			
Sinks	Clean legs and supports			
Worktables	Clean legs and supports Empty, clean and sanitize drawers			
Walk-in Coolers and Freezer units	Clean walls, floors			
Premises Areas	Cleaning Task	Satisfactory		Comments/Corrective Action Taken
		Yes	No	
Loading Dock	Clean and scrub walls and surrounding areas			
Sidewalks	Scrub sidewalk entry			
Facility Area	Cleaning Task	Satisfactory		Comments/Corrective Action Taken
		Yes	No	
Employee Areas (Lunch Room)	Clean employee lockers and storage areas			
Drains	Flush drains with disinfectant			



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Dry Storage Areas	Clean Shelves Scrub floors, baseboards and corners			
HVAC System	Clean air intake and output ducts			
Walls	wash			

Verified by : _____ Date: _____

HUB Management