



Food



Lodging



Pools



Wells



Septic



Humane



Radon

Licensing Readiness Checklist after Plan Review

After your plans have been approved, you have applied for a license and before opening your business, you will need to schedule a pre-licensing inspection with the Waukesha County Environmental Health Division. All dust and debris from construction activities shall be cleaned up and the facility shall look ready to open. Your Environmental Health Inspector will evaluate equipment to ensure it is in working order and is as described on your plan. You will need to have your sanitizing supplies set up and tools on hand for your daily operation. Be ready to discuss food safety policies and procedures.

Are you prepared to pass your pre-licensing inspection? Use this checklist to find out. Prior to scheduling, you should be able to check “yes” to next to each item that applies to you.

Menu

- All food must be obtained from approved sources that comply with applicable food and labeling laws.
- Facility may not receive food deliveries until after the license has been released. There are limited exceptions that require approval; reach out to your inspector if you need to explore this option.
- Printed menu or a written list of anticipated menu items available.
- Consumer Advisory noted on menu if serving any foods raw or undercooked. *
- HACCP plan or other special process or handling methods approved and available onsite, if applicable. *

Employee Training

- At least one person who has manager or supervisor responsibilities must demonstrate active managerial control by being a Certified Food Protection Manager (CFPM).
- Employees must be knowledgeable in food safety, which include but not limited to proper cooking and cooling of foods, when to wash hands, how to prevent food from bare hand contact, and practice good hygienic practices. *
(optional online food handlers’ trainings are available in multiple languages for a nominal fee available from independent companies).
- Policy for properly excluding or restricting ill employees from the retail food establishment. (see sample policy and decision chart). *
- Vomiting/Diarrheal Cleanup Procedures and materials for cleanup, such as a bodily fluid clean-up kit. *

Food Handling & Storage

- Provide a probe-type thermometer that is capable of reading both hot and cold temperatures and is calibrated and accurate to $\pm 2^{\circ}\text{F}$.*
- Thermometers available in all refrigeration units to ensure 41°F is maintained.
- Utensils, tongs, deli paper, or single use gloves are available for handling ready to eat foods without barehand contact. *
- The establishment shall have all hot and cold holding equipment on and demonstrate that it maintains proper temperatures.
- Food must be protected from cross-contamination while stored, prepared, displayed, dispensed, packaged, and transported. *
- Have a plan to implement the 7-day date marking requirements for time/temperature control for safety food. *
- All food bulk and working containers shall be labeled with their contents.
- All food containers must be made of food grade materials and used for their approved purpose.

Handwashing Facilities

- Faucets provide tempered water between $85 - 110^{\circ}\text{F}$.
- A sign or poster notifying food employees to wash their hands is required to be provided at all sinks food employees use for hand washing. *
- All handsinks must be supplied with soap and disposable paper towels.

Dishwashing/Sanitizing Facilities

- Hot/cold/tempered water and dish soap/detergent available.
- Sanitizer and corresponding test strips available onsite (quaternary ammonia, iodine, or unscented chlorine bleach).
- Setup wiping cloth solution/buckets for sanitizing food contact surfaces. *
- Manual Dishwashing: three/four compartment dishwashing cleaned, sanitized, and setup. *
- High temperature sanitizing mechanical dishwashing (if applicable): shall have proper measuring devices (such as a maximum read thermometer or heat measuring strips) to be able to demonstrate that 160°F rinse is achieved on dish surface, and the machine's rinse gauge should read 180°F .
- Chemical sanitizing mechanical dishwashing (if applicable): shall be able to demonstrate that the rinse contains 50-100 ppm chlorine residual.

* For resources, signs, logs and more information, go to:

State of Wisconsin Food Code Fact Sheets

https://datcp.wi.gov/Pages/Programs_Services/FoodCodeFactSheets.aspx, or

Contact your Environmental Health Inspector at Waukesha County Environmental Health at: (262) 896-8300

Once scheduled for your Pre-Licensing Inspection, if you will not be ready, please call at least 24 hours in advance.

Not doing so may result in being charged additional inspection fees.