

Wisconsin Recreational Facilities FACT SHEET



Retail Food Inspection Areas and Key Items Summary

Documents referenced below, and news and updates are posted at:

[DATCP Home Food & Retail Establishments](#)
[Wisconsin Legislature: Chapter ATCP 75 Appendix](#)
[DATCP Home Food Code Fact Sheets \(wi.gov\)](#)

Inspection Area	Items to have ready	Document Referenced
Staff, Personal Hygiene, and Employee Health	✓ Person In Charge (PIC) is present	DemoKnowledgeFactSheet.pdf
	✓ Establishment has a current Certified Food Protection Manager, certificate is posted	DATCP Home Food Manager Requirements
	✓ Management is aware of symptom and illness reporting, restrictions, and exclusion rules	IllnessDecisionGuide.pdf
	✓ All employees are informed of symptom and illness reporting requirements	foodemployeee-reporting-agreements-supplement.pdf
	✓ All employees in the facility are free of persistent coughing, sneezing, runny nose, and watery eyes, and free of symptoms and illnesses requiring reporting, exclusion, and restriction	Employee Health and Personal Hygiene Handbook
	✓ Written procedures for vomit and diarrhea clean up are available	VomitDiarrheaCleanupFactSheet.pdf VomitDiarrheaCleanupKitFactSheet.pdf
	✓ Proper eating, drinking, smoking activities, and drink storage are being followed	
	✓ Food workers have clean outer clothing, effective hair restraints, wear no jewelry other than plain wedding band, and wear clean gloves in good repair if wearing nail polish or artificial nails	EmployeeHygieneFactSheet.pdf
	✓ Handwashing sinks are operational, accessible, properly equipped with soap, hand drying, and signage	HandwashingFactSheet.pdf HandWashSignEnglish.pdf
Purchasing and Receiving	✓ Food has been obtained from approved sources	
	✓ Food is received at proper temperatures and in good condition	
	✓ Shellstock tags are complete and available for 90 days	RetailShellfishRequirements.pdf
	✓ If raw fish are served, proper parasite destruction records are available	
	✓ Grinding logs are maintained if required	

Inspection Area	Items to Have Ready	Document Referenced
Food Preparation	✓ Single-use gloves are being used properly	UsingGlovesFactSheet.pdf
	✓ There is no bare hand contact with ready to eat foods	NoBareHandsFactSheet.pdf
	✓ Food is not being served if it is unsafe, contaminated, unprotected, or previously served unwrapped	
	✓ Approved thawing methods are being used	ThawingSafelyFactSheet.pdf
	✓ Approved cooling methods are being used	
	✓ Consumer advisory provided if serving undercooked raw animal foods	ConsumerAdvisoriesFactSheet.pdf
	✓ A variance and/or HACCP plan has been obtained for specialized processing methods (smoking for preservation, curing, reduced oxygen packaging, etc.)	SpecialProcessesFCFS.pdf
Cooking, Holding, Cooling, and Reheating	✓ Foods are cooked to proper minimum temperatures, verified with a calibrated thermometer	CheckTempsFactSheet.pdf PHF HoldingFactSheet.pdf
	✓ Food is cold held at 41° F or below	
	✓ Foods in freezer storage are frozen	
	✓ Foods being cooled from $\geq 135^{\circ}$ F to $\leq 70^{\circ}$ F in 2 hours and $\leq 70^{\circ}$ F to $\leq 41^{\circ}$ F 4 hours or less	CoolingFactSheet.pdf
	✓ Food is reheated properly	
	✓ Food hot held properly	
	✓ If plant food is cooked for hot holding, food(s) reach at least 135° F before being placed in hot holding	
	✓ If using time instead of temperature; written procedures have been approved by your inspector, available onsite, procedures are being followed and records maintained	TimePHCFactSheet.pdf

Inspection Area	Items to Have Ready	Document Referenced
Storage and Ingredients	✓ Raw animal foods separated by type	
	✓ Time-Temperature Control (TCS) foods held longer than 24 hours are date marked with a "use by" date within seven (7)days from the date they were prepared/opened	DateMarkingFactSheet.pdf
	✓ Food is not being served if it is unsafe, contaminated, unprotected, or previously served unwrapped	
	✓ Ready-to-eat foods are store above raw animal foods to prevent contamination	RefrigeratorStorageChart.pdf
	✓ All date marked foods past their "use by" date have been discarded	DateMarkingFactSheet.pdf
	✓ If serving a highly susceptible population: non-pasteurized juices, raw or partially cooked animal foods, raw seed sprouts are not served	
	✓ Food additives are approved and used properly	
	✓ Raw fruits and vegetables are washed before preparation or served ready-to-eat	
	✓ Contamination of food is being prevented during preparation, storage, and display	
	✓ Working containers of food and food ingredients are clearly labeled with the common name of the food	
Cleaning and Sanitizing	✓ All food contact surfaces of utensils and equipment are cleaned and sanitized; in use equipment cleaned and sanitized every four (4) hours	SurfacesFactSheet.pdf
	✓ Hot water is at sanitizing temperature/sanitizer test strips available and used	
	✓ Chemical sanitizer solutions have proper concentration, verified with chemical test kit	UsingBleachFactSheet.pdf
	✓ Toxic chemicals (cleaning agents, sanitizers, pesticides, medicines, etc.) securely contained, labeled, separated, and stored properly	
	✓ Wiping cloths are properly used and store.	
	✓ Warewashing facilities are being used appropriately for cleaning and sanitization (temperature or chemical sanitization)	3CompartmentSink.pdf

Inspection Area	Items to Have Ready	Document Referenced
Utensils and Equipment	✓ Thermometers calibrated and used	Thermometer Use Draft 2020 ThermCalibrationInfographic.pdf CheckTempsFactSheet.pdf
	✓ Utensils in-use are properly stored	
	✓ Utensils, equipment, and linens are properly dried, stored, and handled	
	✓ Single-use articles are properly stored to prevent contamination and are not being reused	
	✓ Equipment meets capacity needs for cooling, heating, and hot or cold food at proper temperatures	
Facility	✓ Pests are not present in the facility, and measures have been taken to prevent pests in the facility	
	✓ Food and non-food contact surfaces are in good repair and properly used	
	✓ Non-food-contact surfaces are clean and free of soil accumulations	
	✓ Toilet facilities are clean, stocked, door self closes, and a covered trash receptacle in women's restroom	
	✓ Physical facilities are properly cleaned and maintained: floors, walls, ceilings, outdoor areas, etc.	
	✓ Ventilation is preventing accumulation of condensation, grease, and buildup	
	✓ Personal belongings properly stored to maintain clean and sanitary facility	
	✓ Lights are shielded and provide adequate intensity	
	✓ Current food permit is posted	
Water and Sewage	✓ Hot and cold water are available, adequate pressure, and hot water sufficient to meet peak demand	
	✓ Water and ice are from an approved source	
	✓ Plumbing system is properly maintained with operational backflow devices	
	✓ Sewage and wastewater disposal systems are working properly	