



Hood River County Health Department, Environmental Health Office

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Pre-opening Checklist for Operators

You need be able to answer yes to each item before scheduling a pre-opening inspection

Compliance with Law:

Have you completed the 'Licensed Facility - Plan Review Agency Sign-Off Form' given to you by the Health Department? Yes No

Has the person-in-charge received adequate training to ensure compliance with all provisions of the food code? Yes No

Have you developed a sick-employee policy? Yes No

Hand-washing facilities

Is hot and cold running water available at each handwashing sink? Yes No

Are mixing valves / combination faucets provided at each hand-washing sink? Yes No

Are hand cleansers provided for all hand-washing sinks? Yes No

Are approved methods for drying hands provided at all hand-washing sinks such as paper towels? Yes No

Are covered waste receptacles available in unisex and women's restrooms? Yes No

Are all toilet room doors self-closing? Yes No

Dishwashing Facilities

Do all dish machines have data plates with operating specifications? Yes No

Do all dish machines have the required temperature and pressure gauges that are accurately working? Yes No

Is your dish machine reaching 160°F at the tray level or dispensing 50ppm chlorine residual in the final rinse? Yes No

Do you have a procedure for manual cleaning and sanitizing of fixed equipment? Yes No

Does the three-compartment sink have a drain board on each end of it? Or alternatives? Yes No

Miscellaneous

Are all containers of chemicals, including spray bottles, clearly labeled and stored away from food? Yes No

Will dry product storage be stored 6 inches off the floor? Yes No

Are all food containers made of food grade materials? Yes No

Do you have a system for laundering linens or work clothes? Yes No

Are all food preparation areas free of carpet? Yes No

Insect and Rodent Control

Are all outside doors self-closing and rodent proof? Yes No

Are screens provided for doors and windows that will be kept open to the outside? Yes No

Are all pipes & electrical conduit openings sealed? Is the ventilation system (exhaust and intake) protected?
Yes No

Is the area around the building clear of unnecessary brush, litter, boxes and other unnecessary items? Yes No

Do you have a location and a procedure in place for cleaning garbage cans and floor mats? (Is the drain plumbed to sewer?) Yes No

Refrigeration Units

Are all refrigeration units operational and have something inside that can be tested for temperature? Yes No

Does each refrigeration unit have a working thermometer? Yes No

Is each refrigerator operating at 41°F or colder? Yes No

Do you have a procedure for date marking? Yes No

Additional Items You May Need¹:

If applicable, has the consumer advisory on your menu been approved by the health department? Yes No

Have you developed a policy manual for your employees? Yes No

Have you developed a pest-control policy? Yes No

If you use a private water system, has your water been tested? Yes No

If your facility uses an on-site septic system, has it been inspected and/or pumped? Yes No

Pre-Opening inspections examine whether the operator has followed the approved plan submitted to and approved by Hood River County Health Department. Additionally, the inspector will examine whether any other items fail to meet minimum standards (from the Oregon Food Code, OAR: 333-150) whether or not the issue was addressed in the plan review template or this check-list. Any alterations will be the responsibility of the operator.

If additional inspections are necessary to verify compliance, an additional fee may be levied against the operator prior to issuing the license to operate the facility.

Remember all food establishment licenses expire on 12/31 of each calendar year. Renewals for the following calendar year are due by 12/31. Failure to renew the license on time will result in a late penalty of \$100.00. Another penalty will be applied each calendar month that the license fee is late. Fees are subject to change.

If you have any questions, contact our office at: 541-387-6885

¹ Consult with the Health Department (541-387-6885) if you are unsure whether you need to complete these steps.