Self-Inspection Compliance Checklist for Hotels

Instructions: Conduct an inspection of your facility every three months in the following areas: Food Safety, Swimming Pool and Spa (if applicable) and Hazardous Materials. Check (✓) "Yes" if facility meets requirements. Check (✓) "No" and enter a correction date when facility will correct deficiency. Otherwise, check (✓) Not Applicable ("NA").		Date of Quarterly Self-Inspection				
		Y N Date	Y N Date	Y N Date	Y N Date	
Food Safety Applies to hotels that serve prepared foods and/or have a restaurant						
Administrative	NA					
1. Permit to Operate is valid.						
2. Business License is valid.						
3. Employee(s) maintain Food Safety Certification.						
4. Person In Charge (PIC) at all times with food safety knowledge is on site.						
5. Dairy Certificates (if dairy products are being produced) are acquired.						
6. Shellfish tags are held for 90 days.						
7. Other						
<u>Operational</u>						
1. Potentially hazardous foods (PHFs) are out of the danger zone (41-135°F).						
2. Sick/ill food handlers are excluded from food handling.						
3. Hand washing is done before each task.						
4. Proper cooling, cooking, holding, thawing and reheating methods are used.						
5. Food is from approved sources.						
6. Foods are unadulterated and free from cross-contamination.						
7. Foods are stored to prevent contamination.						
8. Hot potable water is available at all times.						
9. Other						
Physical Physical						
1. Food contact surfaces are cleaned and sanitized between uses.						
2. Dishwashing method of cleaning and sanitizing is confirmed.						
3. Premises are vermin-proof and vermin-free.						
4. Food contact surfaces are sanitized with <i>approved</i> sanitizer.						
5. Thermometers are present to check foods.						
6. Waste and sewage are properly disposed.						
7. Other						
Wastewater						
Fats, oils and grease (FOG): Grease interceptor/grease trap is functioning and maintained on a regular basis.						
2. Wastewater discharge limits and prohibitions set forth in the SF Municipal Code (Section 123 of Article 4.1, Chapter X, Part II), as well as those in DPW Order #158170, are observed.						
3. Note: FOG Control Ordinance proposed. See this info link to see how this may affect your site. http://sfwater.org/detail.cfm/MC_ID/14/MSC_ID/118/MTO_ID/229/C_ID/4939/ListID/1						
4. Other				- -		

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Swimming Pool and Spa	NA	Y N Date	Y N Date	Y N Date	Y N Date	
1. Self closing gate/door to pool areas with self latching hardware at least 42 in above finished grade is provided and maintained.						
2. Fence is a minimum 4 ft high with no openings or gaps exceeding 4 in.						
3. Free chlorine/bromine is maintained at proper levels. Chlorine: minimum 1ppm; min 1.5 ppm if cyanuric acid is used. Bromine: min 2ppm.						
4. pH is maintained between 7.2 and 8.0						
5. Stabilizer (cyanuric acid) level is maintained under 100 ppm (preferably 10-20 ppm for toxics reduction best practice).					0 0	
6. Acceptable water clarity is maintained / main drain clearly visible.						
7. Spa emergency shutoff switch is provided/repaired.						
8. Spa/pool water temperature is limited to maximum of 104°F.						
9. Secure main drain/equalizer, suction cover(s) are maintained with approved type.				0 0	0 0	
10. Ladder is installed/maintained at deep end (if depth greater than 4.5 ft).						
11. GFCI on underwater pool light is maintained.						
12. Filtration system is operated to maintain disinfection levels during hours of operation.					0 0	
13. Approved automatic chlorinator/brominator is installed and maintained.						
14. For wade pool: 2 main drains are installed, 3 ft. separation/antivortex ≤ 6 ft/sec.			0 0			
15. DPH approval secured for equipment and/or plumbing changes.						
16. Other						
<u>Hazardous Materials</u>						
Hazardous Materials Storage 1. If not registered with the Hazardous Materials Unified Program Agency (HMUPA), maintain storage of hazardous materials below HMUPA thresholds of 55 gal liquid, 500 lbs solid, 200 cu ft gas. Ask about exemption thresholds for CO ₂ and nitrogen gas.						
Recordkeeping						
 The business plan is current and maintained on site. HMUPA fees were paid and valid certificate of Registration/permit is 						
2. HMUPA fees were paid and valid certificate of Registration/permit is posted in an area that is accessible to the public at all times.						
3. Facility map(s) is current and maintained on site.						
4. Hazardous materials/waste inventory is current and maintained on site.						
5. All employees have received their annual training and have signed the training class roster.				0 0		
6. Material Safety Data Sheets (MSDS) are up to date and readily available and accessible to all employees.						
6. Emergency Response plan kept on site; hazardous waste contingency plan is posted.					0 0	
7. Required receipts, manifest, and/or logs are maintained on site (e.g., hazardous waste disposal manifest or milk run receipts, bill of lading, back-up diesel generator usage logs, hazardous waste analysis records, self-inspection records, records of spills and unauthorized release notifications [UARR], underground storage tanks (UST) alarm history logs, UST leak detection records, etc.).						
8. Other						

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Fire Protection	NA	Y N Date	Y N Date	Y N Date	Y N Date
Extinguishers are mounted in accessible locations, free from obstructions, clearly marked and visible.		0 0			
2. Extinguishers are inspected and recharged annually.					
3. Exit routes and emergency doors are free from obstruction.					
4. Main electrical shutoff has OSHA-required 36 in of clearance around it.					
5. Combustible rags/scrap, debris and hazardous waste are stored in an approved metal container.					
6. Electrical shut-off panels are clear from obstruction and have at least 30 in of clearance around them.					
7. After opening 10 gallons of flammable liquids, the remaining open containers are stored in an approved flammable storage cabinets.					
8. All flammable liquids are stored away from potential ignition sources.					
9. All flammable liquids, which are dispensed between containers, are grounded and a bond, when necessary, is provided between containers.			0 0		
10. Other					
Hazardous Material/Waste Housekeeping					
1. Work, storage, mixing, etc. areas are kept clean and orderly.					
2. Eyewashes and emergency showers are checked periodically.					
3. In storage areas serving only employees, aisles meet 24-inch clearance minimum.			0 0		
4. Spill equipment kits are clearly labeled, visibly located and available for use in a ready condition.			0 0		0 0
5. Other					
Hazardous Material/Waste Storage Area(s)					
Incompatible hazardous materials/wastes are stored separately and segregated to prevent accidental mixing (e.g., acids from bases, flammables and oxidizers; flammables from oxidizers and acids; etc.)			.	- -	
2. Hazard ID signs posted and used correctly.					
3. Other		0 0			
Hazardous Material/Waste Container Management 1. Hazardous material/waste containers are properly labeled. Hazardous waste labels include the following: the title "Hazardous Waste", "Used Oil", etc.; generator information; composition and physical state; hazard property; and accumulation start date.					
2. Hazardous waste stored for <90 days or <180 days, not exceeding quantity limits. (Recyclable waste may be stored up to 1 year.)				0 0	0 0
3. Hazardous materials/wastes are stored in appropriate, compatible, and approved containers, in good condition				0 0	
 If required, hazardous material/waste containers are provided with adequate secondary containment. 		0 0	0 0	0 0	0 0
5. Empty containers are labeled "EMPTY" or similar wording, marked with date emptied.			0 0	0 0	
6. Universal waste is stored in closed, structurally sound containers,					
7. Universal waste containers are marked with "Universal Waste" and waste type (e.g. lamps, batteries, electronic devices). Accumulation start date is documented for each container.		0 0	0 0	0 0	
8. Broken and leaking Universal Waste items are placed in sealed plastic bags before being placed in appropriate container.			0 0	0 0	

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9.	Other					
Uno	derground Storage Tank(s)	NA	Y N Date	Y N Date	Y N Date	Y N Date
1.	Required records and logs are maintained on site (e.g. annual calibration/maintenance checks, alarm history logs, cathodic protection system maintenance, monthly automatic tank gauging or statistical inventory reports, etc.).			<u> </u>		
2.	Spill and secondary containments are free from liquids and debris.					
3.	Sensors are positioned at the lowest point for earliest possible detection of liquid.					
4.	Local agency is notified 48 hours prior to conducting any installation, repair, replacement, calibration, or certification of monitoring equipment.					
5.	Monitoring certification conducted annually.					
6.	Designated operator is certified, HMUPA notification current.					
7.	SB 989 tests conducted within three years.					
8.	Tank system repairs conducted as warranted.					
9.	Other		- -			
Abo	oveground Petroleum Storage Tank(s)					
1.	If storing over 1320 gallons in 55 gal drum or larger, of any petroleum product including waste oil: register through APSA (Aboveground Petroleum Storage Act).			- -		- -
2.	Tank Facility Statement or Business Plan was submitted.					
3.	A SPCC (spill prevention control and countermeasure) Plan was prepared and implemented.					
4.	The SPCC Plan is available onsite.					
5.	The 5-year Plan review and evaluation was conducted and documented.					
6.	Discharges were reported to HMUPA and Cal EMA (OES).					
7.	Tanks are structurally maintained to stop/prevent leaking.					
8.	Permanently closed tanks are labeled as closed/empty and with the date permanently closed.					
9.	Master flow and secondary containment valve(s) are closed and secured when in non-operating or non-standby status					
10.	Oil accumulated in the secondary containment is removed.					
11.	Other		0 0			

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Signature of Person Conducting Quarterly Inspection	Phone Number