



## **Terms and Conditions for Forms, Checklists, and Procedures**

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**Safety & Security Standards Audit**  
**Restaurant - Front of House Area Inspection**

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**Performed by:**

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**Date of inspection:**

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Floor free from trash, debris, foreign objects.			
Carpet free from rips, tears, holes, snags.			
Tile free from wet spots, food on floor.			
Dinning tables functional, in good order. i.e.... no loose legs on tables and chairs.			
Candles in appropriate containers.			
Ash trays available if smoking allowed.			
Area well lighted.			
Wet floor signs hidden, easily accessible.			
First Aid kit fully stocked.			
Choking posters in employee work areas.			
All electrical appliances and devices plugged in to UL approved GFCI socket.			
Employees wearing non-skid shoes.			
Floor drains free from clogs at hostess / server work station.			

Non skid floor mats in use at hostess / server work station.			
Computer security maintained. Log in / out procedures followed.			
Cash handling procedures followed.			
Appropriate ID requested before serving alcohol.			
Steam table functioning properly and at correct temperature. List temp. _____			
Refrigerators functioning properly and at correct temp. List temp _____			
Salad bar temperature in acceptable range. List temp. _____			
Fire extinguisher easily accessible and current inspection card.			
Fire suppression system above short order or buffet table in functioning, standby mode.			
Adequate exit signs in event of emergency.			

**Time of inspection:**

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To ensure the integrity of your walkthrough, checklist should be done in order as it appears.

As appropriate, a check must be placed in the "yes" or "no" column to the right.

If a "no" is required, please indicate the problem in the comment section.

If a work order is submitted, note the work order number in the comment field.

**YES      NO      Comments**

	YES	NO	Comments
Cashiers sharing cash drawers.			
Do cashiers keep cashier or drawer keys on body at all times.			
Servers collect receipts expeditiously after guest signs chit.			
Cash register locked when manned or unmanned.			
Security extension posted conspicuously.			
Restaurant supervisor or manager on duty.			
Other			
Other			
Other			
Other			
Other			