

Safety First Preparedness Checklist

For each item place a checkmark when it is done. For items not done or in progress put an "O".
For items needing to be purchased, put the estimated cost for that item. Purchases must have AD approval.

Smallwares and Equipment -

	<u>Qty.</u> <u>Needed</u>	<u>Cost</u>	<u>AD Approved</u>	<u>Notes:</u>
Inventory items to make sure you have them, put down needs and costs				
<input type="checkbox"/> Glove Station - Install near most used hand sink				
<input type="checkbox"/> Metal Mesh Gloves (2 large min) - Designate location for air drying				
<input type="checkbox"/> Digital Pocket Thermometer - Keep in office				
<input type="checkbox"/> Thermometers - Refrigeration/Freezer - 8 min. - Placed in every refrigerator and freezer				
<input type="checkbox"/> Thermometer - Oven - 4 min - Place one in each oven				
<input type="checkbox"/> Thermometer - Stem 5" - 24 min - Designate location for air drying				
<input type="checkbox"/> Timer - hourly for hand washing - Keep on fr				
<input type="checkbox"/> Quaternary Test Strips for sanitizer - Keep by 3 compartment sinks				
<input type="checkbox"/> First Aid Kit - properly stocked - Keep in office				
<input type="checkbox"/> Slicer Brush - Designate location for air drying				
<input type="checkbox"/> Pot Brush - Designate location for air drying				
<input type="checkbox"/> Long Handled Brush - Fry Pot Cleaning - Designate location near fryers				
<input type="checkbox"/> L-Tipped Brush for Fryer Cleaning - Designate location near fryers				
<input type="checkbox"/> Shake Brush Cleaning Kit - Store in Walk In Cooler				
<input type="checkbox"/> 2 Compartment Pails - 4 min - One in Prep area, Back and Front Lines				
<input type="checkbox"/> Calibration Lid for 5" Thermometers (optional)				
<input type="checkbox"/> Tongs - enough for one extra set - Designate location for air drying				
<input type="checkbox"/> Knives - enough for one extra set - Place in clean knife rack				

Job Aids

	<u>Qty.</u> <u>Needed</u>	<u>Cost</u>	<u>AD Approved</u>	<u>Notes:</u>
<input type="checkbox"/> Arby's 4 Hour Cleaning - Post on backline				
<input type="checkbox"/> Proper Glove Use - Post near glove station				
<input type="checkbox"/> Proper Hand washing - Post near hand sink				
<input type="checkbox"/> 3 Compartment Sink/2 Compartment Pail - Post by 3 compartment sinks				
<input type="checkbox"/> Hourly Rounds Cards - Enough for each manager				
<input type="checkbox"/> The Arby's Look - Post near BOH communication boards				

Paperwork

	<u>Qty.</u> <u>Needed</u>	<u>Cost</u>	<u>AD Approved</u>	<u>Notes:</u>
<input type="checkbox"/> New Beef Sheets Available - Designate location				
<input type="checkbox"/> New Operations Checklists Available - Designate location				
<input type="checkbox"/> TMTP Sheets Available -				
<input type="checkbox"/> MSDS - Book available, MSDS sheets in book for all chemicals book placed in designated location				

Training

	<u>Qty.</u> <u>Needed</u>	<u>Cost</u>	<u>AD Approved</u>	<u>Notes:</u>
<input type="checkbox"/> All Managers Trained				
<input type="checkbox"/> All Team Members Trained - Use TMTP guide, staple TMTP sheets to inside back cover of TMTP books				
<input type="checkbox"/> All Managers and Team Members trained on how to read and use MSDS sheets				

Miscellaneous

	<u>Qty.</u> <u>Needed</u>	<u>Cost</u>	<u>AD Approved</u>	<u>Notes:</u>
<input type="checkbox"/> All Job Aids Posted				
<input type="checkbox"/> Gove Station Installed				
<input type="checkbox"/> Gloves Available in all sizes				
<input type="checkbox"/> Smallwares put in designated locations				
<input type="checkbox"/> Thermometers placed in all refrigeration, freezers, ovens and holding cabinets				
<input type="checkbox"/> Initial Basic Inspection Scheduled with Area Director				

General Manager's Signature _____

Unit Number _____

Area Director's Signature _____

Date _____