



Town of Deerfield Board of Health

Deerfield Municipal Offices
8 Conway Street
South Deerfield, MA 01373
Ph: 413-665-1400
Fax: 413-665-1411

RESIDENTIAL FOOD KITCHEN/COTTAGE CHECKLIST (105 CMR 590.008)

BUSINESS NAME	
BUSINESS OWNER	
ADDRESS	
PHONE NUMBER	
EMAIL	
DAYS & HOURS OF OPERATION	
BUSINESS OPENING DATE	

	YES	NO
STATE SANITARY CODE (105 CMR 590.000) OBTAINED		
CERTIFIED FOOD MANAGER & ALLERGEN CERTIFICATIONS (FC 2-102.11)		
ZONING/OCCUPANCY/ APPROVALS (BUILDING & LICENSING DEPTS.)		
RESIDENTIAL USE ITEM (*MUST MEET BUILDING REQUIREMENTS)		
LIST OF PRODUCTS TO BE PREPARED- PROVIDED FC 8-201.12		
VERIFICATION FOR NON-TCS FOODS – PROVIDED (FOODS MUST MEET CRITERIA AS NOT REQUIRED FOR TIME TEMPERATURE CONTROL)		
STANDARDIZED RECIPE(S) AND FLOW CHART PROVIDED		
PHYSICAL FACILITIES	YES	NO
NOT EXPOSED TO OPEN AIR & OUTER OPENINGS PROTECTED FC 6-202.15		
ENCLOSED KITCHEN, NO ACCESS UNNECESSARY PERSONS FC 2-103.11		
WINDOWS & DOORS SCREENED FC 6-202.15		



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FOOD PREP. AND WAREWASH AREAS LOCATION?		
IN A BASEMENT (590.003) FC 3-305.12		
ENVIRONMENTAL ENGINEER REPORT SUBMITTED		
TYPE OF FINISH FLOOR MATERIAL FOOD PREP. AREA FC 6-201.11		
TYPE OF FINISH WALL MATERIAL FOOD PREP. AREA FC 6-201.11		
TYPE OF FINISH CEILING MATERIAL FOOD AREA FC 6-201.11		
LIGHT FIXTURES SHIELDED FOOD PREP. AREA FC 6-202.11		
TOILET FACILITIES PROVIDED WITH HAND SINK FC 5-203.12		
ROOMS PROPERLY VENTILATED FC 6-304.11& (BUILDING DEPT.)		
STORAGE FOR PERSONAL ITEMS PROVIDED FC 6-403.11 & 6-305.11		
LOCATION FOOD STORAGE ROOMS FC 3-305-07		
FINISHED FOOD STORAGE ROOM/ APPROVED STORAGE AREAS, ELEVATED SHELVING PROVIDED FC 3-305.11, 305.12, 307.11		
TYPE OF OUTSIDE RUBBISH AND GREASE CONTAINER(S) FC5-501.13-.17		
TYPE OF SURFACE LOCATED ON FC 5-501.115		
PLUMBING, HAND, AND WARE WASH FACILITIES	YES	NO
SEPARATE HAND WASH SINK PROVIDED IN FOOD PREP. / WARE WASH /TOILET AREAS FC 5-203.11		
FOOD PREP SINK PROVIDED FC 3-302.15		
THREE POT WASH SINKS PROVIDED WITH DRAIN BOARDS FC 4-301.12 (MIN. TWO (2) COMPARTMENTS REQUIRED DETERGENT NO RINSE SANITIZER IF LIMITED BATCH)		
ADEQUATE STORAGE FOR CLEAN / SOILED EQUIPMENT		
TYPE OF DISHWASHER PROVIDED FC 4-501.114		



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APPROVED BACKFLOW PREVENTER INSTALLED FC 5-203.14		
MOP WATER DISPOSAL PROVIDED /SEPARATED FC 5-203.13		
ADEQUATE, APPROVED SEWAGE DISPOSAL FC 5-403.11		
ADEQUATE CLEAN / SOILED STORAGE EQUIPMENT, UTENSILS, LINENS PROVIDED FC 4-903.11		
ALL PAPER, SINGLE SERVICE ITEMS WITH STORAGE FC 4-903.11 & .12		
LOCATION OF CHEMICAL STORAGE FC 7-201.11		
KITCHEN FACILITIES/EQUIPMENT	YES	NO
NATIONAL SANITATION FOUNDATION APPROVED OR EQUIVALENT FC 4-205.10 & FC 4-201.11		
INSTALLED SO ADJACENT AREA MAY BE CLEANED UNDER, BEHIND AND BETWEEN COOKING EQUIPMENT FC 4-402.11 & .12		
SEPARATE, SUFFICIENT REFRIGERATION UNIT(S) PROVIDED FC 4-301.11 (To store ingredients from approved sources if used to produce non TCS foods-maintain receipts)		
<hr style="width: 50%; margin: 0 auto;"/> (SIZE L x W x H) (FT 3) (HOW MANY) 41° F/ NSF #7		
APPROVED REFRIGERATION FC 3-501.16		
FREEZER UNIT PROVIDED FC 4-301.11		
<hr style="width: 50%; margin: 0 auto;"/> (SIZE L x W x H) (FT 3) (HOW MANY) 41° F/ NSF #7		
COOLING /HOT HOLDING EQUIPMENT NOT REQUIRED FOR NON-TCS FOODS STATED & VERIFIED	YES	NO
*TYPE OF COOKING EQUIPMENT PROVIDED FC 4-301.11		



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*MUST MEET VENTILATION REQUIREMENTS PER FIRE DEPT AND FC 4-301.14 & 6-202.12		
EQUIPMENT THERMOMETERS PROVIDED FC 4-302.12		
LABELS MEET REQUIREMENTS FOR BUSINESS NAME & ADDRESS/ PRODUCT NAME/ INGREDIENTS IN DESCENDING ORDER BY WEIGHT /NET VOLUME OR WEIGHT/ALLERGENS/ NUTRITIONAL INFORMATION IF HEALTH CLAIM		
APPROVED FOOD CONTACT PACKAGING AND CONTAINERS		
FOOD PREP, PROCESSING, PACKAGING BY PERMIT HOLDER OR SUPERVISED BY SAME FC 2-103.11		
LIVING OR SLEEPING QUARTERS NOT USED FOR COTTAGE FOOD OPERATIONS FC 6-202.111		
CHILDREN, INFANTS, NOT ALLOWED DURING FOOD PREP, PROCESSING, PACKAGING FC 2-103.11		
PETS EXCLUDED FROM KITCHEN AND STORAGE AREAS 6-501.115		
ALL FOOD PREP /STORAGE AREAS FREE FROM RODENTS, INSECTS, VERMIN FC 6-501.111		
NO OTHER ACTIVITIES ALLOWED DURING FOOD PREP, PROCESSING, PACKAGING FC 2-103.11, FC 4-803.13		
NO ILL PERSON(S) SHALL BE INVOLVED WITH FOOD PREP, PROCESSING, PACKAGING FC2-201.11		
FOOD PRODUCTS PRODUCED SOLD DIRECT TO CONSUMER; NOT BUSINESSES		