



**DIVISION OF ENVIRONMENTAL HEALTH**

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**Retail Pre-Opening Inspection Checklist**

The following checklist is provided as an aide to prepare the owner/operator of a new or remodeled food service establishment for the pre-opening inspection by the Calvert County Health Department. This checklist is not meant to take the place of the Code of Maryland Regulations (COMAR) 10.15.03 or any local requirements. It serves as a brief review of the more common items associated with most food service establishments.

*A set of plans bearing the stamped approval of the Calvert County Health Department or Office of Food Protection Center for Facility and Process Review, Maryland Department of Health (for prototypical facilities) is onsite during all stages of construction and accessible during the pre-opening inspection.*

- All conditions cited in the approval letter have been properly addressed.
- All surfaces must be finished. This includes floors, walls, ceilings, insides of walk-in units, etc. There cannot be any raw wood or unfinished surface.
- All entry doors to the establishment should be self-closing and an approved door sweep should be installed. Any screen doors or air-curtains must be functional at time of inspection.
- All floor, wall, baseboard, and ceiling junctures sealed closed with approved materials to a smooth finish.
- All equipment must be in place and correspond to the approved plans.
- Drain lines from steam tables, refrigerators without evaporators, ice bins and machines, drink dispensers, or other equipment are installed with indirect waste lines. Floor sinks must have an adequate strainer in place.
- Appropriate and approved backflow prevention devices are installed on water supply lines to fixtures such as garbage grinders, ice machines, carbonated beverage equipment, ovens, etc.
- Hot water is available at all fixtures where required. Hand sinks with touchless faucets must be set for 15 seconds.
- All hand sinks are stocked with soap and paper towel dispensers.
- Dish machines, if available, are functioning properly. If automatic chemical dispensers are installed ensure proper backflow is provided.
- All refrigeration, hot holding, and freezer units are on and holding proper temperature. All units are equipped with thermometers.
- All hoods are properly installed and operational. Provide a test/balance report for the hood system(s) or certification that the hood was installed and balanced as specified on the air balance schedule approved during the plan review.
- All lighting is installed with adequate shielding (when applicable) and proper illumination level.
- All refuse disposal and grease containers are in place on an impervious surface.