



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF PARAÑAQUE  
Cultural, Historical and Tourism Promotions Division

**CHECKLIST FOR RESTAURANT INSPECTION**

Mission Order No. \_\_\_\_\_ **RI NO.:** \_\_\_\_\_  
 Series of 200\_\_\_\_\_, Date: \_\_\_\_\_  
 NAME OF RESTAURANT: \_\_\_\_\_ OWNER/MANAGER \_\_\_\_\_ NATIONALITY \_\_\_\_\_  
 KIND OF RESTAURANT: \_\_\_\_\_ SEATING CAPACITY: \_\_\_\_\_  
 BUSINESS ADDRESS \_\_\_\_\_ DATE OF INSPECTION \_\_\_\_\_  
 TEL. /FAX NOS. \_\_\_\_\_ E-MAIL ADD. \_\_\_\_\_ PERSON PRESENT \_\_\_\_\_  
 LOCATION : \_\_\_\_\_ Principal Highway \_\_\_\_\_ Transportation Route \_\_\_\_\_ Others (Please Specify) \_\_\_\_\_

	YES	NO		YES	NO
<b>A. LOCATION</b>			<i>... DINING ROOM continued ....</i>		
1, Is the restaurant accessible to any of the following: - Shopping center or commercial center (characterized by commercial center facilities such as taxi stand, bus stop, parking area, shopmart, movie houses, eateries, etc) - Heavily traversed thoroughfare - Pleasant environment	( )	( )	8. Does the table setting appear correct and complete	( )	( )
2. Is the restaurant with adequate ingress/egress?	( )	( )	a. Table linen & (cloth) napkins are they...		
3. Entrance to the restaurant - Clean - Tidy - Free of obstruction - Adequately illuminated at night	( )	( )	- Clean? ( ) ( )		
4. Does the façade/building exterior show - Cracks? - Paint peels - Cluttered design?	( )	( )	- Properly folded? ( ) ( )		
5. Is the façade/building exterior appropriately Designed?	( )	( )	- Color coordinated? ( ) ( )		
<b>B. PARKING SPACE</b>			- Not frayed? ( ) ( )		
1, Adequate parking space?	( )	( )	- Not torn? ( ) ( )		
2. Presence of security guard?	( )	( )	- Not faded? ( ) ( )		
3. Presence of parking attendant?	( )	( )	- If not table lines & cloth napkins, What table provisions are there? _____		
<b>C. RECEPTION</b>			b. Cultery		
1, Is there a waiting lounge?	( )	( )	- Polished? ( ) ( )		
2. Adequate seating facilities provided?	( )	( )	- In good condition? ( ) ( )		
3. Is there a telephone for public use?	( )	( )	c. Glassware		
<b>D. DINING ROOM</b>			- Clean? ( ) ( )		
1, Furnishing			- Unchipped? ( ) ( )		
- Attractive and comfortable ( ) ( )			- Appropriate to the class & motif of the restaurant? ( ) ( )		
- Clean ( ) ( )			d. Chinaware		
- Well maintained ( ) ( )			- Clean? ( ) ( )		
- Appropriate flooring material ( ) ( )			- Unchipped? ( ) ( )		
2. Is the atmosphere pleasant? ( ) ( )			- Cracked ( ) ( )		
3. Food (Cuisine)			- Appropriate to the class & motif of the restaurant? ( ) ( )		
- Attractively presented ( ) ( )			<b>E. SERVICE STAFF</b>		
- Properly cooked ( ) ( )			1, Restaurant staff & employees		
- Appetizing in appearance ( ) ( )			- Good grooming? ( ) ( )		
4. Is the menu card			- Courteous? ( ) ( )		
- Clean ( ) ( )			- Well maintained? ( ) ( )		
- Presentable ( ) ( )			2. On uniforms		
- Easy to read? ( ) ( )			- Properly fitted? ( ) ( )		
- Descriptive of restaurant theme? ( ) ( )			- Not torn? ( ) ( )		
5. Is the pricelist available? ( ) ( )			- Clean? ( ) ( )		
- are there erasures or cancellations on prices of items? ( ) ( )			3. On shoes		
- Are prices printed? ( ) ( )			- Well polished? ( ) ( )		
6. Are checks itemized and legible? ( ) ( )			- In good condition? ( ) ( )		
- with restaurant logo/letterhead? ( ) ( )			- Appropriate to work area? ( ) ( )		
7. Service station			<b>F. BAR/COCKTAIL LOUNGE</b>		
- Clean? ( ) ( )			1, Is a bar available? ( ) ( )		
- Strategically located? ( ) ( )			- Well ventilated? ( ) ( )		
- Well stocked? ( ) ( )			- Well maintained? ( ) ( )		
- Adequate (one for every 20 seats)? ( ) ( )			- Well stocked? ( ) ( )		
			2. Bar Glassware		
			- Unchipped? ( ) ( )		
			- Clean? ( ) ( )		
			3. Does the bartender use a measure to pour drinks? ( ) ( )		
			<b>G. COMFORT ROOMS</b>		
			1. Do you find the comfort room		
			- Clean & well maintained? ( ) ( )		
			- Provided with hot/cold running water? ( ) ( )		
			- Walls & floor of impervious material? ( ) ( )		
			- Free of offensive odor? ( ) ( )		
			- Properly ventilated? ( ) ( )		
			- With fittings of good quality? ( ) ( )		

**... RESTAURANT INSPECTION LIST continued.....**

**... COMFORT ROOM continued.....**

- 2. Is there a mirror? ( ) ( )
  - Is the mirror clean & in good condition? ( ) ( )
- 3. Does the toilet flush properly? ( ) ( )
- 4. Are there separate comfort rooms for male & female? ( ) ( )
- 5. Supplies
  - Soap? ( ) ( )
  - Toilet paper? ( ) ( )
  - Paper towel/hand dryer available? ( ) ( )
  - Is there a trash can? ( ) ( )

**H. KITCHEN**

- 1. Size
  - Is the floor area adequate? ( ) ( )
- 2. Sanitation
  - a. Floors & walls
    - Cracks & holes ( ) ( )
    - Cleaned & disinfected daily? ( ) ( )
    - With stagnant water on floors? ( ) ( )
  - b. Work area
    - With damp areas? ( ) ( )
    - Wood surfaces carefully scraped after use? ( ) ( )
    - Kitchen doors & windows properly screened and cleaned? ( ) ( )
    - Outside doors self-closing ( ) ( )
    - Exhaust hood, fans & ducts clean? ( ) ( )
    - Sink for hand washing equipped with (paper) towels and (liquid) soap? ( ) ( )
    - Is there overhead pipes that might leak in to food & equipment? ( ) ( )
  - c. Equipment & Kitchenware
    - Are chiller & refrigerators clean? ( ) ( )
    - In good condition? ( ) ( )
    - Are there separate refrigerator/freezer for seafood and meat products? ( ) ( )
    - Are stainless steel table top & shelves clean and in good condition? ( ) ( )
    - Are storage of utensils, kitchenware and equipment in clean dry places at sufficient height (at least 1 ft.) from the floor, protected from flies, dust & other contamination? ( ) ( )
    - Is dishwashing area with hot/cold running water? ( ) ( )
    - Is wiping cloth in good condition? ( ) ( )
    - Is sink clean & unclogged? ( ) ( )
  - d. Garbage & Pig Swill
    - Separate dry & wet garbage bags? ( ) ( )
    - Containers covered? ( ) ( )
    - Disposal daily? ( ) ( )

**...SANITATION continued.....**

- e. Pest Control
  - Regular pest control service ( ) ( )
- 3. Water & Ice Supply
  - Is water accessible to all areas in which food is prepared or utensils washed? ( ) ( )
- 4. Storerooms
  - Clean? ( ) ( )
  - Free from mustiness & odor? ( ) ( )
- 5. Staff Hygiene
  - Is there health certificate for kitchen staff? ( ) ( )
  - Are the following included in the house rule for staff hygiene? ( ) ( )
    - Finger nails well trimmed? ( ) ( )
    - Shoes, socks & hats worn at all times? ( ) ( )
    - Towels & aprons clean? ( ) ( )
    - Locker rooms clean & proper? ( ) ( )
- I. LIGHTING ARRANGEMENTS AND FIXTURES
  - Adequate at all times? ( ) ( )
  - Well maintained? ( ) ( )
  - Attractive? ( ) ( )
  - Clean? ( ) ( )
  - Appropriate? ( ) ( )
- J. AIR-CONDITIONING/VENTILATION
  - Are the kitchen & work areas adequately and functionally ventilated? ( ) ( )
  - Is the dining room adequately & functionally ventilated? ( ) ( )
  - Are public rooms adequately & functionally ventilated? ( ) ( )
- K. SECURITY
  - Are security guards available? ( ) ( )
- L. FIRE FIGHTING FACILITIES
  - 1. Are fire extinguishers available? ( ) ( )
  - 2. Are they properly located? ( ) ( )
  - 3. Are they well maintained? ( ) ( )
  - 4. Are fire exits free from obstruction? ( ) ( )
  - 5. Are they properly marked? ( ) ( )
- M. CARPETING / APPROPRIATE FLOORING MATERIAL
  - 1. Well kept? ( ) ( )
  - 2. Clean? ( ) ( )
  - 3. Color coordinated? ( ) ( )
  - 4. Of good quality? ( ) ( )

COMMENTS / EXPLANATIONS: (By owner / representative)

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RECOMMENDATIONS: (By Evaluation Committee)

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INSPECTOR

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INSPECTOR

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Applicant/Representative

RECOMMENDING APPROVAL:

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APPROVED BY:

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