

FREE OPERATIONAL TEMPLATE

Hygiene Audit Checklist

Use this 60-point checklist to verify employee hygiene, handwashing, cleaning, disinfection, equipment, storage, customer areas, waste, pests, water, records, containment, and corrective-action closure.

LOCATION

DATE AND SHIFT

AUDITOR

MANAGER

1. Audit setup, scope, hygiene standards, and ownership

1

Record the location, department, audit date, shift, auditor, hygiene owner, manager on duty, reviewer, and areas included in the audit.

RECORD REVIEW

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

 Execution tip: Use one approved hygiene standard and scoring rule across every location included in the audit.

2

Define the hygiene standards, local requirements, company procedures, customer-safety rules, and evidence expectations used for scoring.

HYGIENE CHECK

☐ Completed

☐ Evidence attached

☐ Action assigned

 Execution tip: Use one approved hygiene standard and scoring rule across every location included in the audit.

3

Confirm the audit covers employee practices, handwashing, cleaning, equipment, food-contact areas, customer areas, restrooms, waste, pests, water, and records.

RECORD REVIEW

Current

Incomplete

Missing or expired

Attach record

 Execution tip: Use one approved hygiene standard and scoring rule across every location included in the audit.

4

Set critical-failure rules for contamination, unsafe water, pest activity, bodily-fluid incidents, blocked handwashing, chemical misuse, and uncontrolled waste.

CRITICAL

CRITICAL CONTROL

☐ Completed

☐ Evidence attached

☐ Action assigned

 Execution tip: Use one approved hygiene standard and scoring rule across every location included in the audit.

5

Review previous audit findings, complaints, illness reports, pest incidents, failed swabs, missed cleaning tasks, and overdue corrective actions.

READING OR TEST

Finding	Priority	Owner	Due	Proof

 Execution tip: Use one approved hygiene standard and scoring rule across every location included in the audit.

6

Assign responsibility for immediate containment, cleaning, repair, retraining, verification, escalation, and final closure approval.

RECORD REVIEW

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

 Execution tip: Use one approved hygiene standard and scoring rule across every location included in the audit.

2. Personal hygiene, employee health, grooming, and conduct

- 7 Verify employees arrive in clean uniforms or protective clothing suitable for their role and work area.

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

 Execution tip: Observe live employee practice and address unsafe behavior immediately rather than relying only on records.

- 8 Confirm hair restraints, beard covers, gloves, aprons, masks, footwear, and other protective items are worn where required.

HYGIENE CHECK

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe live employee practice and address unsafe behavior immediately rather than relying only on records.

- 9 Check fingernails are clean and controlled and that jewelry, watches, phones, and personal items do not create contamination risks.

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

 Execution tip: Observe live employee practice and address unsafe behavior immediately rather than relying only on records.

- 10 Verify cuts, wounds, skin conditions, and dressings are covered with approved waterproof and visible protection where required.

CRITICAL

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Observe live employee practice and address unsafe behavior immediately rather than relying only on records.

- 11 Confirm employees follow illness-reporting and work-restriction procedures for vomiting, diarrhea, fever, infections, or other communicable symptoms.

CRITICAL

HYGIENE CHECK

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe live employee practice and address unsafe behavior immediately rather than relying only on records.

- 12 Observe whether employees avoid unsafe habits such as eating, drinking, smoking, touching the face, or handling personal items in controlled areas.

HYGIENE CHECK

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe live employee practice and address unsafe behavior immediately rather than relying only on records.

3. Handwashing, sanitizing, gloves, and cross-contamination prevention

- 13 Confirm every required handwashing station is accessible, functional, clean, and supplied with running water, soap, and hygienic drying materials. CRITICAL HYGIENE CHECK

Good Needs attention Action required [Live photo](#)

 Execution tip: Inspect handwashing during real task changes, breaks, waste handling, and contamination events.

- 14 Verify employees wash hands at the required times, including before work, after breaks, after restroom use, after waste handling, and after contamination. CRITICAL HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Inspect handwashing during real task changes, breaks, waste handling, and contamination events.

- 15 Observe whether the approved handwashing method, duration, rinsing, and drying steps are followed consistently. CRITICAL HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Inspect handwashing during real task changes, breaks, waste handling, and contamination events.

- 16 Confirm hand sanitizer is available only where approved and is not used as a substitute for required handwashing. CRITICAL HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Inspect handwashing during real task changes, breaks, waste handling, and contamination events.

- 17 Verify disposable gloves are changed between tasks, products, customers, contaminated surfaces, and whenever damaged or soiled. HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Inspect handwashing during real task changes, breaks, waste handling, and contamination events.

- 18 Check clean and dirty tools, utensils, cloths, gloves, packaging, equipment, and work zones are separated to prevent cross-contamination. CRITICAL HYGIENE CHECK

Good Needs attention Action required [Live photo](#)

 Execution tip: Inspect handwashing during real task changes, breaks, waste handling, and contamination events.

4. Cleaning, disinfection, chemicals, tools, and schedules

- 19 Verify current cleaning schedules identify each area, surface, item, frequency, method, chemical, owner, and verification requirement.

RECORD REVIEW

Finding	Priority	Owner	Due	Proof

 Execution tip: Confirm chemical method, dilution, contact time, and tool segregation against the approved cleaning procedure.

- 20 Confirm only approved cleaning and disinfection chemicals are used and that labels, safety data, expiry dates, and instructions are available.

HYGIENE CHECK

Good Needs attention Action required Live photo

 Execution tip: Confirm chemical method, dilution, contact time, and tool segregation against the approved cleaning procedure.

- 21 Check chemical dilution, concentration, contact time, water temperature, application method, and surface compatibility follow the approved procedure.

CRITICAL

READING OR TEST

READING /
RESULT
|| Enter

LIMIT || Enter

Attach record

 Execution tip: Confirm chemical method, dilution, contact time, and tool segregation against the approved cleaning procedure.

- 22 Verify chemicals are stored securely, separated from products and consumables, and never transferred into unlabelled or food containers.

CRITICAL

CRITICAL CONTROL

Stop or isolate Contain Action assigned INCIDENT /
TICKET || Enter

 Execution tip: Confirm chemical method, dilution, contact time, and tool segregation against the approved cleaning procedure.

- 23 Inspect mops, brushes, cloths, buckets, squeegees, gloves, and cleaning machines for cleanliness, condition, color coding, and controlled storage.

CRITICAL

VISUAL EVIDENCE

Good Needs attention Action required Live photo

 Execution tip: Confirm chemical method, dilution, contact time, and tool segregation against the approved cleaning procedure.

- 24 Review completed cleaning records for date, time, area, employee, exception, corrective action, and supervisor verification.

RECORD REVIEW

Finding	Priority	Owner	Due	Proof

 Execution tip: Confirm chemical method, dilution, contact time, and tool segregation against the approved cleaning procedure.

5. Equipment, utensils, food-contact surfaces, and high-touch points

25

Inspect worktops, cutting boards, sinks, utensils, trays, containers, dispensers, and preparation equipment for visible cleanliness and residue.

CRITICAL

CRITICAL CONTROL

Stop or isolate

Contain

Action assigned

INCIDENT / TICKET | | Enter

Execution tip: Inspect hidden parts, seals, nozzles, handles, drains, and other areas that routine visual checks often miss.

26

Confirm equipment is cleaned and disinfected at the required frequency, after contamination, between product types, and before reuse.

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

Execution tip: Inspect hidden parts, seals, nozzles, handles, drains, and other areas that routine visual checks often miss.

27

Verify dismantled parts, seals, blades, nozzles, handles, drains, guards, and difficult-to-reach areas are included in cleaning routines.

CRITICAL

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

Execution tip: Inspect hidden parts, seals, nozzles, handles, drains, and other areas that routine visual checks often miss.

28

Check cleaned equipment and utensils are air-dried, protected from splash or dust, and stored to prevent recontamination.

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

Execution tip: Inspect hidden parts, seals, nozzles, handles, drains, and other areas that routine visual checks often miss.

29

Inspect door handles, touchscreens, payment terminals, counters, trolleys, baskets, switches, rails, tables, and shared devices for high-touch hygiene.

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

Execution tip: Inspect hidden parts, seals, nozzles, handles, drains, and other areas that routine visual checks often miss.

30

Review swab, ATP, microbiological, visual, or other verification results and confirm failed results trigger immediate corrective action.

CRITICAL

READING OR TEST

Finding	Priority	Owner	Due	Proof

Execution tip: Inspect hidden parts, seals, nozzles, handles, drains, and other areas that routine visual checks often miss.

6. Storage, stock handling, waste, pest, and back-of-house sanitation

- 31 Verify products, packaging, utensils, linens, and consumables are stored off the floor and protected from moisture, dust, chemicals, and pests.

HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Follow waste and pest evidence back to storage, cleaning, structural, collection, or contractor control failures.

- 32 Check clean stock, dirty returns, waste, damaged items, chemicals, allergen materials, and maintenance parts are clearly segregated.

HYGIENE CHECK

Good Needs attention Action required Live photo

 Execution tip: Follow waste and pest evidence back to storage, cleaning, structural, collection, or contractor control failures.

- 33 Confirm waste bins are suitable, lined where required, covered, clean, not overflowing, and emptied at the approved frequency.

CRITICAL

HYGIENE CHECK

Good Needs attention Action required Live photo

 Execution tip: Follow waste and pest evidence back to storage, cleaning, structural, collection, or contractor control failures.

- 34 Inspect waste rooms, compactors, grease areas, drains, recycling points, and external bin zones for leakage, odour, residue, and pest attraction.

VISUAL EVIDENCE

Good Needs attention Action required Live photo

 Execution tip: Follow waste and pest evidence back to storage, cleaning, structural, collection, or contractor control failures.

- 35 Check for pest evidence including droppings, insects, gnawing, nesting, damaged packaging, live activity, or gaps that allow entry.

CRITICAL

HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Follow waste and pest evidence back to storage, cleaning, structural, collection, or contractor control failures.

- 36 Verify pest-sighting records, contractor reports, bait plans, proofing repairs, product disposition, and repeat-activity actions are current.

CRITICAL

RECORD REVIEW

Current Incomplete Missing or expired Attach record

 Execution tip: Follow waste and pest evidence back to storage, cleaning, structural, collection, or contractor control failures.

7. Customer areas, restrooms, service points, and shared facilities

37 Inspect entrances, customer floors, seating, counters, shelves, service points, and waiting areas for cleanliness, spills, litter, and visible damage.

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Inspect during customer use so high-touch surfaces, spills, supplies, and restroom conditions are assessed realistically.

38 Confirm customer-contact surfaces are cleaned at the approved frequency and immediately after spills, contamination, or heavy use.

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

 Execution tip: Inspect during customer use so high-touch surfaces, spills, supplies, and restroom conditions are assessed realistically.

39 Inspect restrooms for clean toilets, urinals, sinks, mirrors, floors, walls, cubicles, baby-care surfaces, and sanitary-disposal facilities.

CRITICAL

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Inspect during customer use so high-touch surfaces, spills, supplies, and restroom conditions are assessed realistically.

40 Verify restrooms have soap, toilet tissue, hygienic hand-drying supplies, waste capacity, ventilation, privacy, and current inspection records.

RECORD REVIEW

Current

Incomplete

Missing or expired

Attach record

 Execution tip: Inspect during customer use so high-touch surfaces, spills, supplies, and restroom conditions are assessed realistically.

41 Check drinking-water points, ice dispensers, self-service stations, condiment areas, trays, tables, and reusable items for hygienic condition.

CRITICAL

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Inspect during customer use so high-touch surfaces, spills, supplies, and restroom conditions are assessed realistically.

42 Confirm spill kits, wet-floor signs, cleaning response, temporary closure, and customer-protection steps are available and used correctly.

ACTION

Good

Needs attention

Action required

Live photo

 Execution tip: Inspect during customer use so high-touch surfaces, spills, supplies, and restroom conditions are assessed realistically.

8. Water, drainage, ventilation, building condition, and environmental hygiene

- 43 Confirm water used for handwashing, cleaning, preparation, ice, or customer consumption is from an approved and safe source.

HYGIENE CHECK

Good

Needs attention

Action required

Live photo

 Execution tip: Escalate water, sewage, drainage, mould, flooding, or ventilation failures that create an immediate hygiene risk.

- 44 Review water-quality, tank-cleaning, filter-change, ice-machine, or microbiological records where required by the operation.

READING OR TEST

READING /
RESULT || Enter

LIMIT || Enter

Attach record

 Execution tip: Escalate water, sewage, drainage, mould, flooding, or ventilation failures that create an immediate hygiene risk.

- 45 Inspect sinks, taps, pipes, drains, traps, grease systems, and floor channels for leaks, blockages, backflow, odour, or standing water.

CRITICAL

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Escalate water, sewage, drainage, mould, flooding, or ventilation failures that create an immediate hygiene risk.

- 46 Verify ventilation, extraction, air-conditioning, filters, ducts, and exhaust points are clean, functional, and not spreading dust or condensation.

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Escalate water, sewage, drainage, mould, flooding, or ventilation failures that create an immediate hygiene risk.

- 47 Inspect floors, walls, ceilings, doors, windows, seals, shelving, lighting, and surfaces for damage that prevents effective cleaning.

CRITICAL

VISUAL EVIDENCE

Good

Needs attention

Action required

Live photo

 Execution tip: Escalate water, sewage, drainage, mould, flooding, or ventilation failures that create an immediate hygiene risk.

- 48 Confirm condensation, mould, sewage, flooding, leaks, dust, construction debris, or environmental contamination is contained and corrected.

CRITICAL

CRITICAL CONTROL

Stop or isolate

Contain

Action assigned

INCIDENT /
TICKET || Enter

 Execution tip: Escalate water, sewage, drainage, mould, flooding, or ventilation failures that create an immediate hygiene risk.

9. Training, records, incidents, complaints, and management verification

- 49 Verify employees have current hygiene training appropriate to their tasks, risks, language needs, and level of responsibility. CRITICAL RECORD REVIEW

Current Incomplete Missing or expired [Attach record](#)

 Execution tip: Compare records with live conditions and employee behavior to identify incomplete or inaccurate reporting.

- 50 Observe employee practice to confirm training is understood and followed rather than relying only on attendance records. RECORD REVIEW

Current Incomplete Missing or expired [Attach record](#)

 Execution tip: Compare records with live conditions and employee behavior to identify incomplete or inaccurate reporting.

- 51 Review cleaning, temperature, pest, water, waste, chemical, training, illness, incident, and corrective-action records for completeness and accuracy. CRITICAL RECORD REVIEW

READING / RESULT || Enter LIMIT || Enter [Attach record](#)

 Execution tip: Compare records with live conditions and employee behavior to identify incomplete or inaccurate reporting.

- 52 Confirm hygiene complaints, foreign-object findings, contamination events, illness concerns, and bodily-fluid incidents are recorded and investigated. CRITICAL RECORD REVIEW

Current Incomplete Missing or expired [Attach record](#)

 Execution tip: Compare records with live conditions and employee behavior to identify incomplete or inaccurate reporting.

- 53 Verify managers complete routine hygiene walks, review missed tasks, challenge false or incomplete records, and document corrective follow-up. RECORD REVIEW

Current Incomplete Missing or expired [Attach record](#)

 Execution tip: Compare records with live conditions and employee behavior to identify incomplete or inaccurate reporting.

- 54 Check recurring failures are analyzed by location, area, shift, task, employee role, supplier, contractor, equipment, and likely root cause. CRITICAL HYGIENE CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Compare records with live conditions and employee behavior to identify incomplete or inaccurate reporting.

10. Findings, containment, corrective actions, verification, and sign-off

- 55 Summarize findings by hygiene area, risk level, critical failure, recurring issue, responsible function, and customer or product impact.

CRITICAL CONTROL

☐ Completed

☐ Evidence attached

☐ Action assigned

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 56 Contain critical hygiene risks immediately by stopping the activity, isolating the area or product, closing affected facilities, and notifying management.

CRITICAL

CRITICAL CONTROL

Stop or isolate

Contain

Action assigned

INCIDENT / TICKET | Enter

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 57 Assign every finding a priority, named owner, due date, required evidence, reviewer, escalation route, and measurable closure criteria.

CRITICAL

ACTION

Finding	Priority	Owner	Due	Proof

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 58 Complete root-cause analysis for repeat or material failures and define changes to people, process, equipment, layout, supplies, contractors, or supervision.

ACTION

Finding	Priority	Owner	Due	Proof

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 59 Verify closure through reinspection, live photo, cleaning record, test result, repair proof, training observation, stock disposition, or manager approval.

CRITICAL

RECORD REVIEW

NAME | Enter

DATE / TIME | Enter

APPROVAL | Sign

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

- 60 Record the final score, critical failures, unresolved risks, accepted exceptions, next review date, auditor, manager, reviewer, date, time, and signatures.

CRITICAL

RECORD REVIEW

NAME | Enter

DATE / TIME | Enter

APPROVAL | Sign

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

RUN THIS CHECKLIST DIGITALLY

Turn hygiene findings into verified corrective action

Use Taqtics to schedule hygiene audits, capture live evidence, contain critical risks, assign corrective actions, verify closure, and compare recurring gaps across every location.

Scheduled hygiene audits

Critical-risk scoring

Live photo and record evidence

Immediate containment workflows

Corrective-action tracking

Multi-location dashboards

[Try the Hygiene Audit Checklist in Taqtics](#)