



Boil Water Advisory Commercial Kitchen Checklist

Keep this checklist with your facility's food-safety or emergency-response procedures.

Facility: _____ **Date/Time Advisory Issued:** _____

Person in Charge: _____

Immediate Response

- ☐ Review the official boil water advisory.
- ☐ Notify the person in charge, food-safety manager and appropriate facility personnel.
- ☐ Contact the local health or regulatory authority when required.
- ☐ Determine whether operations can safely continue and what activities must stop or be modified.
- ☐ Notify employees of the advisory and temporary procedures.
- ☐ Prevent use of affected drinking fountains, bottle fillers and other unsafe water sources.

Identify Water-Connected Equipment

Check each applicable item:

- ☐ Ice machines / ice dispensers
- ☐ Fountain / post-mix beverage systems
- ☐ Automatic coffee / tea equipment
- ☐ Drinking fountains / bottle fillers

- ☐ Produce misters
- ☐ Dipper wells
- ☐ Combi ovens / steamers
- ☐ Dishmachines / glass washers
- ☐ Water filtration systems
- ☐ Other water-connected food equipment: _____
- ☐ Shut down affected equipment as required.
- ☐ Do not assume an installed water filter makes the water safe.

Ice

- ☐ Stop producing ice from the affected water supply.
- ☐ Discard affected ice as directed.
- ☐ Prevent the machine from automatically making additional ice.
- ☐ Obtain commercially manufactured ice from an approved source if needed.

Food & Beverage Preparation

Use an approved safe-water source as required for:

- ☐ Drinking
- ☐ Cooking and food preparation
- ☐ Washing produce
- ☐ Beverages
- ☐ Ice
- ☐ Foods that absorb water
- ☐ Other food-contact uses

Alternative water source:

- ☐ Commercially bottled water
- ☐ Properly boiled water
- ☐ Other approved source: _____

Handwashing & Warewashing

- ☐ Review applicable handwashing instructions.
- ☐ Verify employees can maintain required handwashing practices.
- ☐ Evaluate dishmachine and glasswasher operation.
- ☐ Verify manual warewashing procedures remain compliant.
- ☐ Use single-service plates, cups and utensils when appropriate.
- ☐ Restrict or discontinue operations if required sanitation cannot be maintained.

After the Advisory Is Lifted

Date/Time All-Clear Received: _____

- ☐ Confirm the advisory has officially been lifted.
- ☐ Follow water utility instructions for flushing the building's plumbing.
- ☐ Flush affected water lines and water-connected equipment.
- ☐ Discard affected ice.
- ☐ Clean and sanitize ice machines according to manufacturer instructions.
- ☐ Flush, clean and sanitize beverage systems as applicable.
- ☐ Flush automatic coffee and tea equipment.
- ☐ Flush produce misters and other affected equipment.
- ☐ Change applicable point-of-entry and point-of-use water filters.
- ☐ Follow manufacturer instructions for equipment-specific restart procedures.
- ☐ Clean and sanitize affected food-contact equipment and surfaces as required.

- ☐ Verify dishmachines and sanitation equipment are operating correctly.
- ☐ Inspect equipment for alarms, leaks or abnormal operation.
- ☐ Document the work performed.

Completed By: _____ **Date:** _____

Manager Verification: _____