

POLICY: The Dining Services Manager, clinical nutrition practitioner or designee will conduct a Food Safety and Sanitation Checklist a minimum of once a month or more often as deemed necessary.

PROCEDURE:

1. The auditor will conduct an unannounced tour of the kitchen.
2. The auditor will complete the Food Safety and Sanitation Checklist form while touring the kitchen.
3. The auditor will note whether items are in compliance using the Yes or No columns.
4. Additional comments regarding areas of concern will be documented at the bottom of the form.
5. The auditor will report findings to the appropriate personnel.
6. If performance is substandard, a plan of correction will be implemented to improve problem areas.
7. The plan of correction will be implemented for 1 month.
8. The auditor will follow up to determine if corrections were made and compliance has been achieved.



Food Safety and Sanitation Checklist

Review	Yes	No
1. Person in Charge present, demonstrates knowledge and performs duties?		
2. No bare hand contact with RTE food?		
3. Pasteurized shell eggs and liquid pasteurized eggs are used for Highly Susceptible Populations?		
4. Is hot food that leaves the kitchen at a temperature above 135°F?		
5. Is cold food that leaves the kitchen at a temperature below 41° F?		
6. Does the facility appear in sound condition, without filth or contamination?		
7. Are menu changes reviewed and approved by RD?		
8. Is food purchased from a reputable and approved source?		
9. Do refrigerators have thermometers? (check all areas & resident rooms)		
10. Are refrigerator and PHF temperatures monitored and recorded?		
11. Do freezers have thermometers?		
12. Are freezer temperatures monitored and recorded?		
13. Do refrigerators and Freezers have adequate space?		
14. Is meal service NOT interrupted by deliveries?		
15. Are potentially hazardous foods received at a temperature of 41° F or below?		
16. Is frozen food received at a temperature of 0° F or frozen solid?		
17. Is the dry storage cool, (50°F-70F) monitored and recorded.		
18. Is the dry storage well lighted, are bulbs covered including end caps?		



Review	Yes	No
19. Are thermometers calibrated on a routine basis and recorded?		
20. Are thermometers properly sanitized before using?		
21. Are all foods covered, labeled and dated with use-by date?		
22. Are the storage areas monitored for cleanliness?		
23. Are nonfood items stored separately and chemicals in a locked area?		
24. Are food bins clean and labeled/dated with no scoops inside?		
25. Are PHFs handled in a sanitary manner per policy?		
26. Are foods reheated to 165° F for a minimum of 15 seconds within 2 hours? Serve Safe 5 th edition pg 7.15		
27. Are PHF cooked to correct internal temperature and held for 15 seconds?		
28. Are foods cooled to <70° F in 2 hours and <41° F within next 4 hours? Are time and temperatures recorded?		
29. Is hot food held at or above 135°F?		
30. Is cold food held at or below 41°F?		
31. Does the facility thaw foods properly? (Check policy and staff knowledge)		
32. Are the refrigerators clean inside and out? (Check all units; resident rooms)		
33. Are the freezers clean inside and out? (Check all units; resident rooms)		
34. Are leftovers handled properly? (Check policy and staff knowledge)		
35. Is food transported in a safe manner? All foods on room trays are covered?		
36. Is food at least 6" off the floor in all areas? (Check all units, pantries, etc.)		
37. Is food at least 18" from the ceiling?		



Review	Yes	No
38. Are raw animal products separated from raw or ready-to-eat foods?		
39. Are fresh fruits and vegetables washed prior to service?		
40. Are Teflon and Plastic utensils free from scratches and chips?		
41. Are utensils, surfaces, and equipment cleaned and sanitized after each use?		
42. Does the staff work to prevent cross contamination? (Check policy and staff knowledge)		
43. Are scoops or tongs used when serving ice? Are these stored outside the ice maker in a clean, protected location, such as a scoop bin with drain holes? Serve Safe 5 th edition pg 7.5		
44. Do employees thoroughly wash their hands and exposed arms before starting work and as often as necessary?		
45. Is the work area clean and organized?		
46. Are hand-washing sinks designated? Are soap and paper towels available?		
47. Are employees eating, drinking, and using tobacco only in designated areas?		
48. Are food contact surfaces smooth, easily cleaned, and free of breaks, seams, cracks, chips, and pits?		
49. Is the toaster clean?		
50. Is the slicer clean and covered?		
51. Is the mixer clean?		
52. Is the can opener clean?		
53. Is the coffee machine clean? Air Pots Clean?		
54. Is the range/oven clean?		
55. Are Hot Cocoa Machines and Soda Machines clean?		



Review	Yes	No
56. Are floors, walls, and ceilings clean and in good repair?		
57. Is a cutting board used? (Check policy and staff knowledge) Are clipboards and cutting boards made of material that can be easily sanitized?		
58. Are the carts clean? Are the wheels clean?		
59. Is the steam table clean?		
60. Is the microwave clean?		
61. Is the fryer clean?		
62. Does the facility identify food not stored in its original container by its proper name?		
63. Is a first in, first out (FIFO) storage system utilized? Is there unobstructed access to rear loading racks?		
64. Are hoods and vents used? (Check all kitchens)		
65. Is the hood professionally cleaned on a routine basis?		
66. Is the 3-sink area utilized correctly? (Check sanitizing solution)		
67. Is the pot-and-pan area clean?		
68. Are dish-machine temperatures adequate? (Check wash and rinse) Are test strips utilized (160 degrees) on a regular basis?		
69. Is the dishwashing area clean?		
70. If a low-temperature machine is used, is the chemical adequate and recorded? (Check water temp correct.)		
71. Are food-prep equipment, utensils, and dishes effectively sanitized and cleaned and stored properly?		
72. Are dishes free of stains and dirt?		
73. Are cleaning cloths kept in sanitizing solution between uses? (Check ppm)		



Review	Yes	No
74. Are dishes air dried and stored dried?		
75. Are in-use utensils properly handled?		
76. Single-use/single-service articles properly stored and handled?		
77. Are potable and non-potable water systems connected in accordance with state/ local laws?		
78. Are emergency food / water supplies adequate and dated?		
79. Are gloves used properly and appropriately?		
80. Are mops stored properly?		
81. Are garbage containers covered unless in use?		
82. Are garbage cans clean inside and out?		
83. Are dumpsters lids closed, drain plugs in and no debris on ground?		
84. Are dumpsters placed on solid surface?		
85. Is the facility free of evidence of insects or pests?		
86. Are outside openings protected against pests?		
87. Hot and cold water available; adequate pressure?		
88. Sewage and waste properly disposed of?		
89. Are outdated food products discarded correctly?		
90. Are dented cans disposed of properly?		
91. Are food items that leave the kitchen discarded if not consumed?		
92. Are the internal components of the ice machine cleaned and sanitized per manufacturer recommendations?		



Review	Yes	No
93. Is soiled linen handled properly?		
94. Employees observed with clean uniforms, aprons and hairnets on? Are aprons changed when soiled or at least every 4 hours?		
95. Water and ice are from an approved source?		
96. Food additives: approved and properly used?		
97. No employee with observed infectious disease signs/symptoms?		
98. All equipment maintained in sound working order?		
99. Is the juice machine clean?		
100. All staff, volunteers, management, relatives wash hands prior to assisting with meal service?		

Comments:

Threshold = # 'Yes' _____ / 100 minus # 'NA' X 100 = _____ %

Expected threshold: _____ %

Completed by: _____ Date: _____

Facility: _____

This document is designed to assist organizations but does not constitute regulatory compliance and may not be all inclusive to meet organizational needs or policy.