



Department of Food and Nutrition Visitation Criteria

II. Sanitation and Safety

School

Location Number

Date of Review:

☐ Self Contained ☐ Base ☐ Satellite

PERSONNEL

- | | | | | |
|----|---|---------------------------|--------------------------|---------------------------|
| 1. | All employees wear clean uniforms and shoes, adequate hair restraints and maintain a high degree of personal hygiene. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 2. | Fingernails must be short, unpolished and clean (no artificial nails). | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 3. | Jewelry is limited to a plain ring, such as a wedding band, plain earrings, watch, no bracelets or necklaces. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 4. | Only authorized personnel are allowed behind the serving line and/or in production areas. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 5. | No use of cell phones or ear buds | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |

FACILITIES

- | | | | | |
|-----|---|---------------------------|--------------------------|---------------------------|
| 6. | Kitchen facility is free of crevices, holes, broken/missing screens or windows, uncovered drains, open ceiling areas, peeling paint, mold, or other apparent structural deficiencies. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 7. | All fans operate properly and are kept clean. Fly fans are turned on, and lights in storage and production areas are covered with clean protective shields. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 8. | Floors including floor drains and walls are thoroughly clean, including all areas underneath and behind equipment. There is no buildup of dirt around the baseboards or windows. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 9. | Toilet facilities are clean and in good working condition. Liquid soap, paper towels, and waste receptacle are provided. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 10. | Handwashing signs at all employee sinks and restrooms are posted in visible locations. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 11. | Locker room is clean. Food is not stored in locker room and personal items are not stored in food preparation areas. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 12. | Door weather strips are properly installed and are in good condition. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 13. | All exterior kitchen doors are kept closed and locked. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 14. | All food service areas are properly organized to ensure safe food handling and general safety. All items are stored at a minimum of six inches from the floor and twelve inches from the ceiling. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 15. | The kitchen is free from insects, rodents, and other vermin. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 16. | Regularly scheduled pest extermination is performed and reports are kept on file at the school. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 17. | Chemicals are stored away from food storage area and are properly labeled. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 18. | Hot water is available at all sinks (3 compartment, hand washing, etc.). All sinks are unobstructed, operational, and clean. Hand washing sinks have soap and paper towels. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 19. | Three (3) compartment is set up correctly (Wash and rinse sink is at 110 degrees and cold water in the sanitize sink) | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 20. | Sanitation solution test kit is available for final rinse sink. | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |

PPM Test:

		<div></div>
21.	Loading zone and dumpster areas are clean, kitchen trash is placed in plastic bags tied closed before placing in dumpster, lids are kept closed and dumpster area is kept free of debris to prevent pest or rodent infestation. Trash is being collected on a regular basis.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
22.	Current "Permit to Operate" and DOH Inspection Report are posted in visible location.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Date of last DOH Report:	<div></div>
23.	Deficiencies on the most recent DOH Food Service Inspection Report have been addressed and reported by Food Service Manager to the appropriate personnel. (List pending items in appropriate "Required Corrective Action" section.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
24.	The most recent DOH Food Service Inspection Report is posted on the school's web site.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
EQUIPMENT		
25.	Equipment, hoods and surrounding areas such as compartments, shelves, legs, are cleaned and sanitized to prevent the spread of bacteria and cross contamination.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
26.	The hood system was serviced within the last 12 months.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Date of Last Service	<div></div>
27.	Can opener, slicers and other countertop food preparation equipment are clean and free of debris.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
28.	Work surfaces, tables, shelves and drawers are clean and organized.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
29.	Refrigerated equipment (Walk-ins, Reach-in Refrigerators/Freezers, Ice Machine, Beverage Coolers) are clean and organized, free of debris and residue.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
30.	Refrigerated equipment is at proper temperatures (freezers below 0 degrees; refrigerators are 41 degrees or below), back up thermometers are placed in each unit and gaskets are in good condition.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
31.	If Refrigerator/Freezer is not meeting proper temperatures, unit has been emptied, cleaned and marked "Do Not Use".	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
32.	Cooking and hot holding equipment are clean, free of debris and residue.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
33.	If cooking or hot holding equipment is not working properly, unit has been emptied, cleaned and marked "Do Not Use."	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
34.	Clothes dryer has venting system installed.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
35.	The lint filter on the clothes dryer is cleaned daily and before each use.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
RECORDS		
36.	Requests for equipment repairs or necessary kitchen maintenance have been initiated by Food Service Manager or Satellite Assistant in a timely manner and documented.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
37.	Repair/Service log sheet is posted in a visible location in the cafeteria	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
38.	Temperature readings are recorded twice daily for each refrigerator, freezer, milk box and dry goods storage areas.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
39.	Temperature readings are recorded daily for meal components during preparation, reheating, holding and on serving lines.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
40.	Food being transported is packaged to ensure protection from contamination and is kept at safe temperatures.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
41.	HACCP binder is readily accessible and employees have been trained on content. The completed training roster is kept on file. The current Description of Program Review and facility form is filed in binder.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
42.	HACCP weekly checklist is signed by Manager/Satellite Assistant, properly completed and filed in HACCP binder.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
43.	Cleaning schedules are developed, implemented and posted.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
FOOD		
44.	Inventory levels are kept at a minimum according to participation and only appropriate menu items are in stock.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
45.	All stock is dated: Month/Day/Year and rotated properly using the First In – First Out (FIFO) method. Expiration dates are circled on boxes.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
46.	Items in inventory are scheduled to be used in a timely manner. USDA items must be used within 6 months of date received.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
47.	Left over food is covered and dated prior to placing in refrigeration.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

a. Pending maintenance work order numbers and description.

b. Additional repairs needed for equipment/facilities.

c. Tasks to be completed by food service staff.

Other comments and observations during this review.

Required Corrective Action (followup within 45 days)

☐ Satisfactory

☐ Off-Site Visitation Required

☐ On-Site Visitation Required

Required By Date

Principal or Designee

Food Service Manager/Satellite Assistant

Food Service Administrator