

ON-SITE FOOD SAFETY & SANITATION INSPECTION

DATE:

MEAL SITE & COORDINATOR:

VOLUNTEERS/EMPLOYEES:

YES	NO	N/A	PAPERWORK:
			ServSafe Certificates (1 per site)
			Serving Safe Food Certificates
			Training Documents (Employees & Volunteers - 6 hours per year)
			Home Delivered Meal Temperatures (<1 hour routes/quarterly; >1 hour routes/monthly)
			Thermometer Calibration Records (Weekly)
			Food and Milk Temperature Records (Daily)
			Refrigerator and Freezer Temperature Records (Daily)
			Commercial Establishment: pass Public Health inspection (or violations corrected)
YES	NO	N/A	DINING ROOM:
			Tables are cleaned and sanitized prior to serving the meal.
			Menu posted
			Up-to-date donation sign posted
			Donation box in an acceptable location
			Nutrition education materials available
YES	NO	N/A	PERSONNEL:
			Good personal hygiene is observed (no colds, wash hands frequently, eating and smoking in designated areas)
			Dressed appropriately for food-service work (clean clothes or aprons, proper footwear, and gloves, as appropriate in designated areas)
			Hat or hairnets are worn by kitchen personnel. (Pony tails, buns, and hair clips do not suffice.)
			If kitchen personnel eat the meal - hands are washed after eating and new gloves are used.
YES	NO	N/A	MEAL SERVICE:
			There is an accessible, clean hand washing sink available with disposable towels
			Standardized serving utensils used as indicated on menu or cart sheet from caterer
			Kitchen personnel do not touch ready-to-eat foods with their bare hands
			Potentially hazardous foods are held and served at the correct temperature. Hot foods $\geq 140^{\circ}\text{F}$, cold foods $\leq 41^{\circ}\text{F}$, and frozen food $\leq 0^{\circ}\text{F}$ at all times.
			Food temps taken upon delivery/arrival
			Food temps taken before serving – if held for more than 2 hours
			Temps taken with a clean, sanitized, thermometer (alcohol swabs available)
			Steamtables/food warmers are clean and not used to reheat or cook food (hot hold only)
			No cracked or chipped dishes or glasses are used
YES	NO	N/A	STORAGE:
			All food and supply packages are closed, labeled with date (food), clean and free of dust and debris, stored 6" off the floor, and area has no evidence of rodent or insect infestation
			Chemicals are stored in a separate area away from food in their original containers. If transferred to a new working container, the label on the container must list the common name, ie: Sanitizer
			Scoops should not be kept in ice bins, coffee cans, flour/sugar bins, etc.
YES	NO	N/A	REFRIGERATORS AND FREEZERS:
			Refrigerators are clean. Free of dust, mold, or odor; foods covered/dated; temperature is $\leq 40^{\circ}\text{F}$
			Freezers are clean. Free of dust, mold, or odor; foods covered/dated; temperature is $\leq 0^{\circ}\text{F}$
			Single-serving condiments are rotated, and kept for ≤ 1 year. Don't combine leftover condiment bottles.
			There is a process in place for defrosting freezers. Follow manufacturer instructions.

YES	NO	N/A	WARE WASHING:
			Dishes are washed, rinsed, sanitized, (3 step method) and air dried. (detergent + hot water ≥ 110°F; sanitizing solution at effective concentration verified with testing strips)
			Dishwasher uses a chemical sanitizing agent. Temp/chemical concentration is up to manufacturer's specifications
			Dishwasher uses a high temp wash cycle of ≥ 160°F and a final sanitizing rinse of ≥ 180°F
			Schedule in place to check proper function of dishwasher with appropriate test strips/materials
			Spray bottle chemical solution tested regularly with test strips

YES	NO	N/A	HOME DELIVERED MEALS:
			Post-route temperatures done (<1 hour/quarterly; > 1 hour/monthly; inadequate temps/monthly) # of routes: _____ Length of route:s <1 hour OR >1 hour
			Post-route temperatures in acceptable range. Hot foods ≥ 140°F, cold foods ≤ 41°F, and frozen food ≤ 0°F
			Drivers leaving at an acceptable time so that meals are delivered between 11am-1pm
			Hot/cold source inserts are used for home delivered meal bags/coolers, then cleaned & sanitized
			Procedures to clean and sanitize the inside and outside of the bags/coolers is in place
			Delivery bags/coolers are properly stored to avoid contamination in-between meal deliveries

YES	NO	N/A	FOOD PREPARATION AREA:
			Preparation areas clean
			Floors clean and dry
			Appliances clean
			All foodservice equipment and surfaces are cleaned and sanitized between each use

YES	NO	N/A	GENERAL SANITATION:
			Wiping cloths clean and not cross-contaminated
			Linens clean and stored when not in use
			Trash containers are clean & covered, unless in use. If not covered, taken out after food service
			If a fan is used, it is free of dust build-up and is it pointed away from food service areas
			If windows or doors are open, screens are in place, clean and in good repair
			All lighting is protected by shatterproof covers or bulbs; fixtures are clean
			Single-service items are not reused
			Drains and/or disposals clear. (No back flow)
			Brooms, mops and buckets are stored in a separate area

NOTES:

FINDINGS/CORRECTIVE ACTIONS:

FINDING #1:

CORRECTIVE ACTIONS:

FINDING #2:

CORRECTIVE ACTIONS:

FINDING #3:

CORRECTIVE ACTIONS:

ACKNOWLEDGEMENT DUE 30 DAYS POST INSPECTION:

INSPECTED BY/DATE:

SITE COORDINATOR SIGNATURE/DATE: