

## Food Safety and Sanitation Checklist

OVERALL KITCHEN	YES	NO	COMMENT/ REPEATED DEFICIENCY
1. Does the facility appear in sound condition, without filth or contamination?			
2. Is food purchased from a reputable and approved source?			
3. Has the manager scheduled deliveries at off-peak times?			
4. Is food inspected before it is placed into storage?			
5. Does the facility identify food not stored in its original container by its proper name?			
6. Is a first in, first out (FIFO) storage system utilized?			
7. Are all foods covered, labeled, and dated with month/day/year?			
8. Are the storage areas monitored for cleanliness?			
9. Are the storage areas organized?			
10. Are food and nonfood items stored separately?			
11. Is food at least 6" off the floor?			
12. Is food at least 18" from the ceiling?			
13. Is food transported in a safe manner?			
14. Is the work area clean and organized?			
15. Are floors clean and in good repair?			
16. Are walls clean and in good repair?			
17. Are ceilings clean and in good repair, including vents?			
18. Do light bulbs/overhead lights have covers?			
REFRIGERATION & FREEZERS	YES	NO	COMMENT/ REPEATED DEFICIENCY
19. Do refrigerators have thermometers?			
20. Are the refrigerator temperatures monitored and recorded?			
21. Do freezers have thermometers?			
22. Are the freezers temperatures monitored and recorded?			
23. Do refrigerators and freezers have adequate space?			
24. Are Temperature Controlled for Safety Food (TCS) received at a temperature of 41°F or below?			
25. Is frozen food received at a temperature of 0°F or below?			
26. Is modified atmospheric packaging inspected for time/ temperature abuse?			
27. Are TCS handled in a sanitary manner?			
28. Does the facility thaw foods properly?			
29. Are the refrigerators clean inside and out?			
30. Are the freezers clean inside and out?			
31. Are leftovers handled properly?			
32. Are raw animal foods separated from raw or ready-to-eat foods?			

<b>DRY STORAGE</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
33. Is the dry storage cool, 50°F–70°F?			
34. Is the dry storage well lighted?			
35. Are food temperatures in storage areas monitored and recorded?			
36. Are food bins clean and labeled, with no scoops inside?			
37. Cans are free of dents?			
38. Is the area free from pests?			
<b>MEAL SERVICE</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
39. Is hot food that leaves the kitchen at a temperature above 135°F?			
40. Is cold food that leaves the kitchen at a temperature below 41°F?			
41. Is food appropriately hot/cold when delivered to room?			
42. Are thermometers calibrated on a routine basis?			
43. Are thermometers properly sanitized before using?			
44. Is hot food held at or above 140°F?			
45. Is cold food held at or below 41°F?			
46. Ready to eat foods are handled with gloves or serving utensils?			
47. Are scoops or tongs used when serving ice? Are these stored outside of the icemaker?			
<b>DISH AREA &amp; SANITATION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
48. Are utensils, surfaces, and equipment cleaned and sanitized after each use?			
49. Is the three-sink area utilized correctly, including the checking of sanitizer?			
50. Is the dishwashing area clean?			
51. Are dish-machine temperatures adequate and recorded?			
52. Is the pot-and-pan area clean?			
53. If a low-temperature machine is used, is the chemical adequate and recorded?			
54. Are cleaning cloths stored in sanitizing solution between uses (check pH)?			
55. Are food-prep equipment, utensils, and dishes effectively sanitized, and cleaned and stored properly?			
56. Are dishes free of stains and dirt?			
57. Are dishes air dried and stored dried?			
58. Are potable and not-potable water systems connected in accordance with state/local laws?			
<b>GARBAGE &amp; CLEANING</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
59. Are garbage containers covered unless in use?			
60. Are mops stored properly?			
61. Is the facility free of evidence of insects or pests?			
62. Are outside openings protected against pests?			

<b>FOODSERVICE STAFF</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
63. Does the staff work to prevent cross contamination?			
64. Do employees thoroughly wash their hands and exposed arms before starting to work and as often as necessary?			
65. Are hand-washing sinks designated?			
66. Do employees use proper hair and facial hair coverings?			
67. Staff are only allowed to work if they free of fever, sore throat with fever, nausea, vomiting, or diarrhea? Staff are only allowed to return to work when free of these symptoms for at least 24 hours?			
68. If employees have burns, sores, or cuts they are properly covered?			
69. Are employees eating only in designated areas?			
70. Staff know proper use of gloves and handwashing?			
<b>PREP AREAS &amp; EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
71. Are food contact surfaces smooth, easily cleaned, and free of breaks, seams, cracks, chips, and pits?			
72. Is the toaster clean?			
73. Is the slicer clean?			
74. Is the mixer clean?			
75. Is the can opener clean?			
76. Is the coffee machine clean?			
77. Is the range/oven clean?			
78. Is the hood professionally cleaned on a routine basis?			
79. Are hoods and vents used, and clean?			
80. Is a cutting board used?			
81. Are knives free of chips, breaks, and in general good repair?			
82. Are the dietary carts clean, including the wheels?			
83. Are the meal delivery carts clean, including the wheels?			
84. Is the steam table clean?			
85. Is the microwave clean?			
86. Is the fryer clean?			

<b>Nourishment Pantry:</b>		<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
87.	Do refrigerator/freezer each have a thermometer?			
88.	Are the refrigerator/freezer temperatures monitored and recorded?			
89.	Is refrigerator/freezer clean?			
90.	Are only resident items in nourishment pantry?			
91.	Are there enough snacks available for each resident be offered an HS snack?			
92.	Are there texture appropriate food/snacks/fluids available?			
93.	Are items covered, labeled and dated?			
94.	Is ice machine clean? Is there a scoop for serving ice, and are these stored outside of the icemaker in a clean area?			

<b>F-tag</b>		<b>YES</b>	<b>NO</b>	<b>COMMENT/ REPEATED DEFICIENCY</b>
810/ 811	95. Are patients assisted properly, without interruption, and with any needed adaptive equipment in place?			
809	96. Are meals times posted, and served on time?			
800	97. Are menus posted?			
800/ 803	98. Are spread sheets used for meal service, including proper serving sizes?			
	99. Are diet cards are used, and kept up to date?			
	100. Are proper substitutions made and documented?			
808	101. Are therapeutic diets served properly? (Check 4 diets)			
	102. Is the food palatable, including the mechanically altered?			
804	103. Are mechanically altered diets served properly, including liquids? (Check 2-4 diets)			
809	104. Are patients offered a HS Snack of appropriate texture? (Ask 3 patients)			
	105. Does facility have a diet manual? Is the diet manual signed by Medical Director and RDN?			
801	106. Is DSM Certified? Status of Training?			
	107. Does the facility have an Emergency Menu, meeting all texture needs?			
	108. Does the facility have Emergency food supply on in stock?			

Comments:

Facility: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_