**SITE NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SURVEYED BY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Service Area**

1.\_\_\_\_ Potentially hazardous foods are held and served at the correct temperature. Hot foods are at or above 140°F, cold foods are at or below 41°F, and frozen food are at or below 0°F at all times.

2.\_\_\_\_ Food temperatures are checked and monitored daily with a clean, sanitized and

properly calibrated thermometer and recorded appropriately on a daily log sheet.

1. Thermometers are at the site? \_\_\_\_ Yes \_\_\_\_ No
2. Alcohol Swabs available? \_\_\_\_ Yes \_\_\_\_ No
3. Ice available to calibrate thermometers? \_\_\_\_ Yes \_\_\_\_ No

Sample Thermometer Calibration log <https://www.nj.gov/agriculture/applic/forms/Form%2050%20Thermometer%20Calibration%20Log%20_12.2016.pdf>

**Videos on How to Calibrate Your Thermometer:**

~ 2-minute Video (for dial) <https://www.youtube.com/watch?v=gfx2zJP0QTw>

~ 3 minute video (for digital)  <https://www.youtube.com/watch?v=x13ZKMXgzvA>

This is a 5-minute video <https://www.youtube.com/watch?v=PWX4Bgwzl-U>

**How to calibrate thermometer handouts**

<https://datcp.wi.gov/Documents/ThermCalibrationFactSheet.pdf>

<https://datcp.wi.gov/Documents2/ThermCalibrationInfographic.pdf>

<https://datcp.wi.gov/Documents/CheckTempsFactSheet.pdf>

3.\_\_\_\_ All employees and volunteers in the kitchen are effective wearing hair restraints and clean

clothes/aprons, closed toe shoes and gloves as appropriate. Good personal hygiene is observed. <https://datcp.wi.gov/Documents/UsingGlovesFactSheet.pdf> and <https://datcp.wi.gov/Documents/EmployeeHygieneFactSheet.pdf>

4.\_\_\_\_ Servers do not touch ready-to-eat foods with their bare hands.

<https://datcp.wi.gov/Documents/NoBareHandsFactSheet.pdf>

5.\_\_\_\_ There is an accessible hand washing sink in the kitchen. The sink area is unobstructed, clean and has soap, disposable towels and a touch-free waste paper basket. Handwashing

sign posted. <https://datcp.wi.gov/Documents/HandwashingFactSheet.pdf>. If hand sanitizer is

present, it is being properly used. <https://datcp.wi.gov/Documents/HandAntisepticsFactSheet.pdf>

6.\_\_\_\_ Food service staff wash their hands thoroughly after coughing, sneezing, or any other form of potential contamination.

7.\_\_\_\_ Employees do not smoke or eat in the food serving area. Drinking cups or glasses must be covered and contain a type of drinking straw device.  
  
8.\_\_\_\_ Employees infected with an illness or symptoms which can be transmitted by food are either sent home or restricted from the foodservice operation. There is a policy in place on

employee illness. Download a comprehensive Employee Health and Hygiene handbook at <https://www.fda.gov/media/77065/download> Two supporting documents <https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf>

<https://datcp.wi.gov/Documents/FoodborneIllness.pdf>

9.\_\_\_\_ All foodservice equipment, utensils and dishware are cleaned, sanitized and covered between each use. No cracked or chipped dishes or glasses are used.

<https://datcp.wi.gov/Documents/SurfacesFactSheet.pdf> additional Cleaning and Sanitizing factsheets and guides can be found at this link <https://www.publichealthmdc.com/environmental-health/food-safety/food-safety-newsletter-fact-sheets> (Scroll down to Cleanup and Sanitation header)

10.\_\_\_\_ Steamtables or food warmers are not used to reheat or cook food (Hot Hold Only)

only). **Are they clean and working properly?**  
  
11.\_\_\_\_ Garbage and refuse containers are in good condition with no leaks and kept clean. They are

covered, unless in use.

12.\_\_\_\_ Fresh vegetables and fruits are properly washed before service.

Find a sample policy at [this link](https://gwaar-my.sharepoint.com/:b:/g/personal/pam_vankampen_gwaar_org/EdkxejeTnIFOjXQylkmZXnYBE9U0eUAp-BH61mvx_pZkrw?e=GM6ZkE)

How to Safely Wash and Handle Melons. <https://datcp.wi.gov/Documents/safemelonhandling.pdf>

13.\_\_\_\_ If a fan is used, it is free of dust build-up and is it pointed away from food service areas.

14.\_\_\_\_ If windows or doors are open, screens are in place, clean and in good repair.

15.\_\_\_\_ All lighting is protected by shatterproof covers or bulbs.

16. \_\_\_\_ Sanitizing solutions are properly mixed, labeled, and tested with test strips for appropriate

ppm. <https://datcp.wi.gov/Documents/SurfacesFactSheet.pdf>

You can download a Monthly Sanitizer Solution Test Strip Log to document results and

correction action taken if needed at <https://www.nrhtx.com/DocumentCenter/View/5032/Sanitizer-Test-Strip-Log?bidId=>

17. \_\_\_\_ Staff are trained on Food Allergens and signage is posted.

<https://datcp.wi.gov/Documents/FoodAllergiesInfographic.pdf>

<https://datcp.wi.gov/Documents/FoodAllergenRequirementsForRetailers.pdf>

**Equipment**

1.\_\_\_\_ Ceiling light fixtures are clean, intact, free of insects.

2.\_\_\_\_ Surfaces and backs of counters, walls, floors, and ceilings clean and in good repair. There are no chipped tiles on floor or walls.

3.\_\_\_\_ There are **18 inches between the ceiling/sprinkler heads** and items on top shelves

4.\_\_\_\_ No scoops are stored inside the ice machine(s)

5. \_\_\_ **Adequate number of scoops and spoodles** in appropriate serving sizes are available.

Staff/volunteers are educated on how to use.

6. \_\_\_ **Preventative Maintennce Equipment Checklist.**

A sample that covers most equipment can be found at <https://www.webstaurantstore.com/article/538/equipment-maintenance-checklist.html>

* User should follow all safety and use protocols with facility equipment. Failure to do so could result in injury, loss of product, breakage, delays, and loss of ability to use equipment • Equipment should be cleaned after every use as thoroughly as all surfaces and workstations • User should regularly check thermometers of coolers and freezers to ensure proper function and safe temperatures. Ensure after every use that doors are closed.
* Be sure there is a local process in place for maintenancing or replacing equipment that is not working properly.

**Storage**

1.\_\_\_\_ All food, condiments and supply packages are closed, **labeled with date,** clean and free of

dust and debris. Condiments should be stored in a clear bag/container with date, rotate. Do

not combine leftover condiments with fresh ones. and should not be kept longer that 1 year.  
  
2.\_\_\_\_ All food and supply storage areas are free from evidence of rodent or insect infestation.  
  
3.\_\_\_\_ Food and supplies are **not stored under water or sewer lines.**  
  
4.\_\_\_\_ Food and supplies are stored a minimum of **6 inches off the floor.**  
  
5.\_\_\_\_ Food storage shelves, containers, and areas are clean and free from trash and empty boxes. Ideally no corrugated cardboard boxes are present.   
  
6.\_\_\_\_ **Home canned or prepared foods** are not used.  
  
7.\_\_\_\_ **No dented cans** are used, and none are being held for use. **All cans are dated and**

**properly rotated,** FIFO.  
8.\_\_\_\_ **Chemicals and pesticides** are not stored with food items or supplies.

9. \_\_\_\_ **Safety Data Sheet(s)** (SDS) are available for all chemicals and is in a location easily

accessible.

10. \_\_\_\_ **Mops, brooms, etc… are not stored on floor.** They are placed on a rack or hook.

11. \_\_\_\_ **Scoops** should not be kept in ice bins, coffee cans, flour/sugar bins, etc.

**Refrigerators and freezers**  
  
1.\_\_\_\_ Refrigerators are clean and the temperature is 40°F or lower. 38 is the ideal temp for

commercial refrigerators. A temp log is maintained showing daily Fridge and Freezer temps.   
  
2.\_\_\_\_ Food items not in their original containers are well wrapped or packaged, labeled and dated, **and not outdated.** (Leftovers may be held no more than 7 days before serving)

<https://datcp.wi.gov/Documents/DateMarkingFactSheet.pdf>

Note:

3.\_\_\_\_ **Frozen foods** do not show evidence of freezer burn or spoilage.   
  
4.\_\_\_\_ **No mold or dust build-up** on fans inside or outside of freezers and refrigerators

5. \_\_\_ There is a process in place for **defrosting freezers.** Follow manufacturer instructions.

You can find some general tips at this link.

<https://www.johnbossyrefrigeration.com.au/3-top-tips-to-defrosting-a-commercial-freezer/>

6. \_\_\_\_ **Walk-in coolers are properly organized**.

<https://datcp.wi.gov/Documents/organizingyourwalkincoolers.pdf>

**Proper cooking temps guide to assist with placement of foods in coolers.** <https://datcp.wi.gov/Documents/PHFHoldingFactSheet.pdf>

**Dish washing area**  
  
1. \_\_\_\_ There is a **3-Compartment Sink**, or acceptable equivalent, such as a bus tub that acts as a

3rd sink.

2. \_\_\_\_\_There is **no evidence of food residue on "clean" dishes**, pots and pans.   
  
3. \_\_\_\_ Dishes, glasses, etc. are not stacked while wet, and are **air dried**.   
  
4.\_\_\_\_\_ **A manual wash, three-compartment sink** must contain a proper sanitizing solution and maintain proper concentration verified using chemical strips. Signage posted on proper use.

\_\_\_\_\_\_ **Test Strips available?**

\_\_\_\_\_\_ **Sanitizing solution properly mixed?**

5.\_\_\_\_\_ If a **low temperature dishwashing machine is used with a chemical agent**, the

temperature and the chemical concentration must be up to the manufacturer's specifications. There is a plan in place to check proper function with appropriate test strips/materials on a planned schedule.

6.\_\_\_\_\_ A **high temperature dishwashing machine** reaches a wash cycle temperature of 160°F

and a rinse cycle temperature of 180°F (Or temperatures listed in manufacturer's

specifications). There is a process in place to check temps and appropriate test

strips/materials.

**Food Delivery Bags/Coolers**

1. \_\_\_\_ Procedures to **clean and sanitize the inside and outside** of the bags/coolers is in place.
2. \_\_\_\_ **Bags/coolers are in good repair**, free of tears and if applicable, plug-ins properly

functioning.

1. \_\_\_\_ **Hot and cold source inserts** are available and properly used. They are cleaned and

sanitized according to manufacturer’s instructions.

Microcore inserts cleaning instructions. 

1. \_\_\_\_ **Delivery bags** are properly stored.

**Emergency Preparedness**

1.\_\_\_\_\_ An **emergency Foodservice Operation plan** is available and reviewed with employees at

least annually

2.\_\_\_\_\_ **Fire safety:**

a. \_\_\_\_ **Fire Drill** is done at least annually

b. \_\_\_\_ **Escape routes**-at least 2 unobstructed routes are posted & clearly marked "EXIT"

c. \_\_\_\_ **Fire Extinguisher** is easily accessible and fully charged. Directions on use are

posted along with **PASS Sign**. Date of annual inspection noted.

d. \_\_\_\_ **Fire alarm/smoke detector** is present and in good working order. (i.e. Batteries in

them and extra batteries on site.

3.\_\_\_\_\_ **First Aid procedures** available and accessible for staff/volunteers.(i.e. Burns, cuts, etc)

4.\_\_\_\_\_ **Choking- Sign/poster** posted showing steps to follow.

5.\_\_\_\_\_ **Procedures to be followed in the event of an emergency are posted,** i.e. Where to

shelter in case of tornado/High Winds, emergency evacuation plan, Fire Exit routes, etc. <https://datcp.wi.gov/Documents/foodsafetyweatheremergency.pdf>

6.\_\_\_\_\_ **Procedure to account for all** participants, volunteers, and staff after emergency

evacuation are in place. Here are a few samples.

 

7.\_\_\_\_\_ **A laminated emergency procedure sheet** is posted at all dining sites and each HDM

driver has one with them in their vehicle.



8.\_\_\_\_\_ A **first aid kit** is available, easily accessible, and full stocked with materials that are not

outdated. There should be at least one in the kitchen and one in each HDM driver vehicle.



9.\_\_\_\_\_ **Eye-wash bottles or eye-wash stations** are in the kitchen work area and solution are

not outdated.

10.\_\_\_\_ **SDS (Safety Data Sheets)** are posted in an easily accessible location and the

emergency first aid information is highlighted and easy to read. The pages are placed in

plastic sleeves to protect them. Be sure there is an SDS Sheet for all chemicals used in the kitchen area. NOTE: **These should be reviewed annually and updated as needed. Any and all any new chemicals being used in the kitche, needs to be added to manual and staff educated.**

**Notes/Areas of Concern:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name & Title of person initially completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Follow Up Notes when concerns & areas out of compliance noted above were resolved:**

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Name & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_