

## Department of Food and Nutrition Visitation Criteria

### II. Sanitation and Safety

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School  Regional Center   
 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.  Yes  No  N/A
2. Fingernails must be short, unpolished and clean (no artificial nails).  Yes  No  N/A
3. Jewelry is limited to a plain ring, such as a wedding band, plain earrings, watch, no bracelets or necklaces.  Yes  No  N/A
4. Only authorized personnel are allowed behind the serving line and/or in production areas.  Yes  No  N/A

#### FACILITIES

5. 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.  Yes  No  N/A
6. 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.  Yes  No  N/A
7. Floors and walls are thoroughly clean, including all areas underneath and behind equipment. There is no buildup of dirt around the baseboards or windows.  Yes  No  N/A
8. Toilet facilities are clean and in good working condition. Liquid soap, paper towels, and waste receptacle are provided.  Yes  No  N/A
9. Handwashing signs at all employee sinks and restrooms are posted in visible locations.  Yes  No  N/A
10. Locker room is clean. Food is not stored in locker room and personal items are not stored in food preparation areas.  Yes  No  N/A
11. Door weather strips are properly installed and are in good condition.  Yes  No  N/A
12. All exterior kitchen doors are kept closed and locked.  Yes  No  N/A
13. 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.  Yes  No  N/A
14. The kitchen is free from insects, rodents, and other vermin.  Yes  No  N/A

15. Regularly scheduled pest extermination is performed and reports are kept on file at the school.  Yes  No  N/A
16. Chemicals are stored away from food storage area and are properly labeled.  Yes  No  N/A
- Hot water is available at all sinks (3 compartment, hand washing, etc.).
17. All sinks are unobstructed, operational, and clean. Hand washing sinks have soap and paper towels.  Yes  No  N/A
18. Sanitation solution test kit is available for final rinse sink.  Yes  No  N/A

PPM Test:

200

19. 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.  Yes  No  N/A
20. Current "Permit to Operate" and DOH Inspection Report are posted in visible location.  Yes  No  N/A

Date of last DOH Report:

09/06/2022

21. Deficiencies on the most recent DOH Food Service Inspection Report have been addressed by Food Service Manager to the appropriate personnel.  Yes  No  N/A  
(List pending items in appropriate "Required Corrective Action" section.)

22. The most recent DOH Food Service Inspection Report is posted on the school's web site.  Yes  No  N/A

## EQUIPMENT

23. Equipment, hoods and surrounding areas such as compartments, shelves, legs, are cleaned and sanitized to prevent the spread of bacteria and cross contamination.  Yes  No  N/A
24. The hood system was serviced within the last 12 months.  Yes  No  N/A

Date of Last Service

05/22

25. Can opener, slicers and other countertop food preparation equipment are clean and free of debris.  Yes  No  N/A
26. Work surfaces, tables, shelves and drawers are clean and organized.  Yes  No  N/A
27. Refrigerated equipment (Walk-ins, Reach-in Refrigerators/Freezers, Ice Machine, Beverage Coolers) are clean and organized, free of debris and residue.  Yes  No  N/A
28. 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.  Yes  No  N/A
29. If Refrigerator/Freezer is not meeting proper temperatures, unit has been emptied, cleaned and marked "Do Not Use".  Yes  No  N/A
30. Cooking and hot holding equipment are clean, free of debris and residue.  Yes  No  N/A
- 31.

- If cooking or hot holding equipment is not working properly, unit has been emptied, cleaned and marked "Do Not Use."  Yes  No  N/A
32. Clothes dryer has venting system installed.  Yes  No  N/A
33. The lint filter on the clothes dryer is cleaned daily and before each use.  Yes  No  N/A

## RECORDS

34. Requests for equipment repairs or necessary kitchen maintenance have been initiated by Food Service Manager or Satellite Assistant in a timely manner and documented.  Yes  No  N/A
35. Temperature readings are recorded twice daily for each refrigerator, freezer, milk box and dry goods storage areas.  Yes  No  N/A
36. Temperature readings are recorded daily for meal components during preparation, reheating, holding and on serving lines.  Yes  No  N/A
37. Food being transported is packaged to ensure protection from contamination and is kept at safe temperatures.  Yes  No  N/A
38. 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.  Yes  No  N/A
39. HACCP weekly checklist is signed by Manager/Satellite Assistant, properly completed and filed in HACCP binder.  Yes  No  N/A
40. Cleaning schedules are developed, implemented and posted.  Yes  No  N/A

## FOOD

41. Storeroom Issue Reports are easily accessible, completed thoroughly and accurately.  Yes  No  N/A
42. Inventory levels are kept at a minimum according to participation and only appropriate menu items are in stock.  Yes  No  N/A
43. All stock is dated: Month/Day/Year and rotated properly using the First In – First Out (FIFO) method. Expiration dates are circled on boxes.  Yes  No  N/A
44. Items in inventory are scheduled to be used in a timely manner. USDA items must be used within 6 months of date received.  Yes  No  N/A
45. Left over food is covered and dated prior to placing in refrigeration.  Yes  No  N/A

This review reflects findings observed on this date.

a. Pending maintenance work order numbers and description.

Pending: Milk Box out of service WO# 4291010

b. Additional repairs needed for equipment/facilities.

None.

c. Tasks to be completed by food service staff.

None.

Other comments and observations during this review.

None.

Required Corrective Action (followup within 45 days)

Follow up with Milk Box work order.

Satisfactory

Off-Site Visitation  
Required

On-Site Visitation  
Required

Required By Date

Principal or Designee

MICHELLE COTO

Select... ▼

Food Service Manager/Satellite  
Assistant

ELSY ACOSTA

Select... ▼

Food Service  
Administrator

Kevin Leto

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