

Food Safety and Sanitation Checklist

F-tags	Review	Yes	No
241	Provide meals to all residents at a table at the same time?		
	Provide napkins and nondisposable cutlery and dishware?		
	Consider residents' desires when using clothing protectors?		
	Wait for residents at a table to finish meal before scraping food from plates?		
	Sit next to residents while assisting them to eat, rather than standing?		
	Talk to resident rather than social conversations with other staff?		
	Allow residents time needed to complete eating a meal?		
	Speak with residents politely and respectfully and maintain confidentiality?		
242	Are residents involved in choosing when to eat?		
	Are residents involved in choosing where to eat?		
	Are foods offered with resident's preferences?		
252	Are meals served on trays in dining room?		
	Are meds administered in dining room while residents eating?		
256	Is dining room well-lit?		
258	Do residents or staff have to raise voice to be heard?		
	Do residents have difficulty concentrating due to background noise?		
	Do residents have control over unwanted noise?		
441	Does staff have any open areas on skin, signs of infection or other illness?		
	Facility prohibit employees with communicable disease from direct food contact?		
362	Can staff describe how meals are organized and dining times?		
	Can staff describe what happens if a resident misses a meal?		
	Can staff describe whether snacks are available, types and when available?		
364	Is hot food that leaves the kitchen at a temperature above 140°F?		
	Are foods covered until served?		
	Is food protected from contamination during transport and distribution?		
	In food delivery carts is there separation of clean/soiled trays?		
	Are food delivery carts clean?		
	Is cold food that leaves the kitchen at a temperature below 42°F?		
	Does staff provide cueing, prompting and assistance to residents?		
	Is assistance provided to residents who choose to eat in rooms?		
	Do staff know how to identify special dietary requirements or adaptive equipment?		
364	Do staff provide assistive devices as needed?		
	Are the residents positioned to maximize eating abilities?		

	Are mechanically altered foods prepared and served as separate items?		
	Is food placement, colors and textures consistent with needs?		
370	Does the facility appear in sound condition, without filth or contamination?		
	Is food purchased from a reputable and approved source?		
	Do refrigerators have thermometers		
	Are the refrigerator temperatures monitored and recorded?		
	Do freezers have thermometers?		
	Are the freezers temperatures monitored and recorded?		
	Has the manager scheduled deliveries at off-peak times?		
	Do refrigerators and freezers have adequate space?		
	Is food inspected before it is placed into storage?		
	Are potentially hazardous foods (PHFs) received at a temperature of 41°F or below?		
	Is frozen food received at a temperature of 0°F or below?		
	Is modified atmospheric packaging inspected for time/temperature abuse?		
	Does the facility identify food not stored in its original container by its proper name?		
371	Is a first in, first out (FIFO) storage system utilized?		
	Is the dry storage cool, 50°F-70°F?		
	Is the dry storage well lighted?		
	Are thermometers calibrated on a routine basis?		
	Are thermometers properly sanitized before using?		
	Are food temperatures in storage areas monitored and recorded?		
	Are all foods covered, labeled and dated?		
	Are all food stored off the floor?		
	Are the storage areas monitored for cleanliness?		
	Are the storage areas organized?		
	Are food and nonfood items stored separately?		
	Are food bins clean and labeled, with no scoops inside?		
	Are cans and boxes and bags in dry storage dated and labeled?		
	Are opened bags and boxes resealed?		
	Is hot food held at or above 140°F?		
	Is cold food held at or below 41°F?		
	Does the facility thaw foods properly?		
	Are frozen raw meats and poultry thawed in fridge or cold, running water?		
	Are the refrigerators clean inside and out?		
	Are the freezers clean inside and out?		
	Are rubber gasket seals clean and intact?		
	Are the refrigerator and freezer shelves and floors clean and free of spillage?		
371	Is the food in refrigerator and freezer free of slime and mold?		
	Have any stored foods expired?		
	Is the freezer temp 0 degrees F or below?		

	Is the refrigerator temp 41 degrees F or below? (Check during food preparation)		
	Is there condensation present?		
	Is there dust build-up on fans inside freezera and refrigerators?		
	Are leftovers handled properly?		
	Are cooked foods cooled down safely?		
	Are refrigerated foods covered, dated, labeled, and shelved to allow air circulation?		
	Are refrigerated foods stored with cooked food over raw meat?		
	Are all eggs and egg products refrigerated?		
	Are cracked eggs being used only in foods that are thoroughly cooked?		
	Is there a "Cracked Egg Policy?"		
	Are all items on a shelf and are all shelves off floor?		
	Are dented cans removed and returned to food supplier?		
	Is food at least 6" off the floor?		
	Is food at least 18" from the ceiling?		
	Are raw animal foods separated from raw or ready-to-eat foods?		
	Are utensils, surfaces, and equipment cleaned and sanitized after each use?		
	Does the staff work to prevent cross contamination?		
	Are scoops or tongs used when serving ice? Are these stored outside the ice maker?		
	Do employees thoroughly wash their hands and exposed arms before starting work and as often as necessary?		
	Do staff change gloves between non-food items and food items?		
	Do employees wash their hands after touching face or hair?		
	Are employees wearing appropriate, clean clothing?		
	Are all employees hair covered including facial hair?		
	Are employees washing hands before and after handling food?		
	Are employees using clean utensils when necessary and following infection control?		
	Is the work area clean and organized?		
	Are food contact surfaces and utensils cleaned to prevent cross-contamination?		
	Are hand-washing sinks designated?		
	Are employees eating only in designated areas?		
	Are food contact surfaces smooth, easily cleaned, and free of breaks, seams, cracks, chips, and pits?		
	Are foods stored in direct contact with soiled surfaces or rust?		
	Are cutting surfaces sanitized between uses?		
	Is the toaster clean?		
	Is the slicer clean?		
	Is the cutting blade of meat slicer clean and in good repair?		
	Are the mixer cleanand mixer blades clean?		
	Are the blender and blender blades clean?		
	Is the can opener clean?		
	Is the coffee machine clean?		
	Is the range/oven clean?		
	Is the hood professionally cleaned on a routine basis?		
	is a cutting board used? Are the carts clean? Are the wheels clean?		
	Is the steam table clean?		
371	Is the microwave clean?		
	Is the fryer clean?		

	Are hoods and vents used?		
	Is there no grease or dust build-up in range hood?		
	Is the 3-sink area utilized correctly (including checking sanitizer)?		
	Hot water at least 171 degrees for 30 seconds OR		
	Chemical sanitizing solution of 50-100ppm for 10 seconds or QAC per recommend.		
	Is the dishwashing area clean?		
	Is there no moisture present between stacked plates, pots, pans or utensils?		
	Are glasses/cups stacked with moisture?		
	Is the pot-and -pan area clean?		
	Are pots and pans not blackened inside and not pitted, gouged or dirty?		
	Are cleaning cloths stored in sanitizing solution between uses (check pH)?		
	Are food-prep equipment, utensils, and dishes effectively sanitized and cleaned and stored properly?		
	Are dishes free of stains and dirt?		
	Are dishes air dried and stored dried?		
	When moving plates, glasses, cups and eating utensils not touched in transfers?		
	Are ceiling light fixtures clean, intact and free of insects?		
	If fan is used, is it free of dust build-up and pointed away from food prep area?		
	If windows open, are screens intact?		
	Is dishwasher's hot water wash 140 degrees? And rinse cycle 180 degrees? OR		
	120 degrees + 50ppm Hypochlorite		
	Are food trays, dinnerware and utensiles clean and in good condition?		
	Are there any overhead waste pipes in food storage area?		
	Are there signs of water damage from sewage lines and/or pipelines?		
	Are potable and non-potable water systems connected in accordance with state/local laws?		

371...Dining Observation

	Does staff prevent eating surface of plates from contact with staff clothing?		
	Does staff handle cups/glasses on the outside of the container?		
	Does staff handle knives, forks and spoons by handles only?		
	Do staff change gloves between non-food and food items?		
	Does staff keep hands away from hair and face when handling food?		
	Are hot foods held at 135 degrees or higher on steam table?		
	Do staff wait for all elders at a table to finish eating before cleaning table?		
	Is food service that is started within 30 minutes after food is placed on steamer?		

372	Are garbage containers covered unless in use?		
	In loading dock area, is there separation of clean and soiled, Trash disposal?		
	Are mops stored properly?		

469	Is the facility free of evidence of insects or pests?		
	Are outside openings protected against pests?		
	Are floors, walls, and ceilings clean and in good repair?		

464	Is dining room well ventilated?		
	Is dining room an acceptable temperature and humidity?		

	Do table heights provide visibility and access to food?		
	Are furnishings structurally sound and functional?		
	Can residents enter and exit independently without others moving?		
464	Can residents be moved from dining room swifly in event of emergency?		
	Are staff able to access and assist residents in case of emergency?		
	Are residents crowded?		

Comments:

Date reported to QAA Committee: _____

Recommendations to QAA Committee
