

### Kitchen/Food Service Observation

Facility Name: \_\_\_\_\_ Facility ID: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_

*Complete the initial brief kitchen tour upon arrival at the facility, with observations focused on practices that might indicate potential for food borne illness.*

*Make additional observations throughout the survey process in order to gather all information needed.*

*Mark any areas of concern identified under each General Category (e.g., Storage Temperatures, Food Storage, etc.).*

<b>Initial Brief Tour of the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<p>The intent of this <b>initial brief tour</b> is to identify any practices that might indicate potential for food borne illness. Observations during this tour may also help identify additional areas of concern listed on this worksheet.</p> <p>Observe for:</p> <p><input type="checkbox"/> Potentially hazardous foods, such as beef, chicken, pork, etc., thawing at room temperature;</p> <p><input type="checkbox"/> Food items in the refrigerator(s) that are unlabeled or undated and not scheduled to be served at the next meal;</p> <p><input type="checkbox"/> Potentially hazardous foods like uncooked meat, poultry, fish, and eggs that are not stored separately from other foods (e.g., meat is thawing so that juices are dripping on other foods); and</p> <p><input type="checkbox"/> Appropriate hand washing facilities with soap and water that are not convenient for dietary staff use.</p> <p><b>1. Are foods stored under sanitary conditions?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F371</b></p>	

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<b>Initial Brief Tour of the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<p>Observe for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff not practicing hand washing when necessary during food preparation activities;</li> <li><input type="checkbox"/> Cracked eggs that are used in foods that are not fully cooked (per observation or interview);</li> <li><input type="checkbox"/> Food that is not prepared, cooked, or stored under appropriate temperatures and with safe food handling techniques;</li> <li><input type="checkbox"/> Staff not washing hands to prevent cross contamination (e.g., between handling raw meat and other foods); and</li> <li><input type="checkbox"/> Staff not utilizing hygienic practices (e.g., touches hair, face, nose) and then handles food).</li> </ul> <p><b>2. Does the facility prohibit staff with open areas on their skin, signs of infection, or other indications of illness, from handling food products?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F441</b></p> <p><b>3. Are foods prepared under sanitary conditions?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F371</b></p> <p><input type="checkbox"/> <b>NA, food was not being prepared during the Initial Tour.</b></p> <p><i>If staff are preparing food: Proceed with observations. If not, answer the remaining items in future trips to the kitchen (see related sections below).</i></p>	

### Kitchen/Food Service Observation

<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Storage Temperatures</b>	
<p>Observe for:</p> <p><input type="checkbox"/> Refrigerator temperatures that are at or below 41 degrees Fahrenheit (°F) (check temperatures between meal service activities to allow for stable temperatures).*</p> <p><input type="checkbox"/> Freezer temperatures maintained at a level to keep frozen food solid.</p> <p><input type="checkbox"/> Internal temperatures of potentially hazardous, refrigerated foods (e.g., meat, fish, milk, egg, poultry dishes) that are not within acceptable ranges of 41°F or lower:</p> <ul style="list-style-type: none"> <li>▪ What are the temperatures?</li> <li>▪ What foods are involved?</li> </ul> <p><i>*Cited food temperatures are target temperatures from the current FDA Food Code.</i></p>	
<p><b>4. Is the food stored at the appropriate temperatures?</b>      <input type="checkbox"/>Yes    <input type="checkbox"/>No    <b>F371</b></p>	

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<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Food Storage</b>	
<p>Observe for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Frozen foods thawing at room temperature;</li> <li><input type="checkbox"/> Foods in the refrigerator/freezer that are not covered, dated, and shelved to allow circulation;</li> <li><input type="checkbox"/> Foods stored in direct contact with soiled surfaces or rust;</li> <li><input type="checkbox"/> Canned goods with a compromised seal (e.g., punctures);</li> <li><input type="checkbox"/> Staff touching food when accessing bulk foods;</li> <li><input type="checkbox"/> Containers of food stored on the floor or on surfaces that are not clean;</li> <li><input type="checkbox"/> Signs of water damage from sewage lines and/or pipelines;</li> <li><input type="checkbox"/> Signs of negative outcome (i.e., freezer burn, foods dried out, foods with a change in color);</li> <li><input type="checkbox"/> Raw meat stored so that juices are dripping onto other foods; and</li> <li><input type="checkbox"/> The facility's policy for food storage, including leftovers. Does staff follow the policy?</li> </ul>	
<b>5. Are foods stored under sanitary conditions?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>F371</b>

### Kitchen/Food Service Observation

<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Food Preparation and Service</b>	
<p>Observe for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hot foods not held at 135°F or higher on the steam table;*</li> <li><input type="checkbox"/> Food service that is not started within 30 minutes after food is placed on the steam table;</li> <li><input type="checkbox"/> Cold foods that are not held at 41°F or lower;*</li> <li><input type="checkbox"/> Food surfaces that are not thoroughly cleaned after preparation of fish, meat, or fowl:</li> <li><input type="checkbox"/> Cutting surfaces that are not sanitized between uses;</li> <li><input type="checkbox"/> Improper final internal cooking temperatures (monitoring the food's internal temperature for 15 seconds determines when microorganisms can no longer survive and food is safe for consumption). Foods should reach the following internal temperatures:               <ul style="list-style-type: none"> <li>▪ Poultry and stuffed foods: 165°F;</li> <li>▪ Ground meat (e.g., ground beef, ground pork), ground fish, and eggs held for service: at least 155°F;</li> <li>▪ Fish and other meats: 145°F for 15 seconds;</li> <li>▪ Unpasteurized eggs when cooked to order in response to resident request and to be eaten promptly after cooking: 145°F for 15 seconds; until the white is completely set and the yolk is congealed (or, is facility using <b>pasteurized</b> eggs for residents who want soft-cooked eggs?);</li> <li>▪ When cooking raw animal foods in the microwave, foods should be rotated and stirred during the cooking process so that all parts of the food are heated to a temperature of at least 165°F, and allowed to stand covered for at least 2 minutes after cooking to obtain temperature equilibrium; and</li> <li>▪ Fresh, frozen, or canned fruits and vegetables: cooked to a hot holding temperature of 135°F to prevent the growth of pathogenic bacteria that may be present.</li> </ul> </li> <li><input type="checkbox"/> Food items that are not reheated to the proper temperatures:               <ul style="list-style-type: none"> <li>▪ The PHF/TCS food that is cooked and cooled must be reheated so that all parts of the food reach an internal temperature of 165°F for at least 15 seconds before holding for hot service.</li> <li>▪ Ready-to-eat foods that require heating before consumption are best taken directly from a</li> </ul> </li> </ul>	

### Kitchen/Food Service Observation

<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Food Preparation and Service</b>	
<p>sealed container (secured against the entry of microorganisms) or an intact package from an approved food processing source and heated to at least 135°F for holding for hot service.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Food that is not covered during transportation and distribution to residents;</li> <li><input type="checkbox"/> Food that is not cooked in a manner to conserve nutritive value, flavor, appearance and texture;</li> <li><input type="checkbox"/> Nourishments and snacks held at room temperature and not served within 4 hours of delivery. Potentially hazardous foods (e.g., milk, milk products, eggs) must be held at appropriate temperatures;</li> <li><input type="checkbox"/> Staff that do not properly wash hands with soap and water to prevent cross contamination (i.e., between handling raw meat and other foods);</li> <li><input type="checkbox"/> Staff who does not utilize hygienic practices (e.g., not touch hair, face, nose, etc.) and then handle food);</li> <li><input type="checkbox"/> Staff who serve food to residents after collecting soiled plates and food waste, without proper hand washing;</li> <li><input type="checkbox"/> Leftovers that are not cooled quickly and promptly in shallow pans in the refrigerator or freezer;</li> <li><input type="checkbox"/> Potentially hazardous foods that are not cooled from 135°F to 70°F within 2 hours; from 70°F to 41°F within 4 hours; the total time for cooling from 135°F to 41°F should not exceed six hours;*</li> <li><input type="checkbox"/> Food that is not procured from vendors that meet federal, state, or local approval;</li> <li><input type="checkbox"/> The time food is put on the steam table and when meal service starts. If unable to observe, determine per interview with the cook;</li> <li><input type="checkbox"/> How staff routinely monitors food temperatures on the steam table (review temperature logs);</li> <li><input type="checkbox"/> When staff starts cooking the food. If unable to observe, determine per interview with the cook;</li> <li><input type="checkbox"/> What cooking methods are available and used (e.g., steamer, batch-style cooking); and</li> <li><input type="checkbox"/> Staff who compromise food safety when preparing modified consistency (e.g., pureed, mechanical soft) PHF/TCS foods.</li> </ul>	

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<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Food Preparation and Service</b>	
<p><i>*See F371. Cited food temperatures are target temperatures from the current FDA Food Code.</i></p> <p><b>6. Does the facility prohibit staff with open areas on their skin, signs of infection or other indications of illness, from handling food products?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F441</b></p> <p><b>7. Does the facility provide food prepared by methods that conserve nutritive value, flavor, and appearance and that is palatable, attractive, and at the proper temperature?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F364</b></p> <p><b>8. Was food procured from approved or satisfactory sources and stored, prepared, and served under sanitary conditions?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F371</b></p>	

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<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Dinnerware Sanitization and Storage</b>	
<p>Observe for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dishwasher temperatures that are not at 150°F wash, 180°F rinse OR 120°F wash + 50 ppm (parts per million) Hypochlorite;</li> <li><input type="checkbox"/> The manual method – After washing and rinsing, dishes are sanitized by immersion in either:               <ul style="list-style-type: none"> <li>▪ Hot water (at least 171°F) for 30 seconds; or</li> <li>▪ A chemical sanitizing solution. If explicit manufacturer instructions are not provided, the recommended sanitation concentrations are as follows:                   <ul style="list-style-type: none"> <li>– Chlorine: 50 – 100 ppm minimum 10 second contact time</li> <li>– Iodine: 12.5 ppm minimum 30 second contact time</li> <li>– QAC space (Quaternary): 150 – 200 ppm concentration and contact time per manufacturer’s instructions (Ammonium Compound)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Dishes, food preparation equipment, and utensils that are towel dried. (Drying food preparation equipment and utensils with a towel or cloth may increase risks for cross contamination.);</li> <li><input type="checkbox"/> Clean and soiled work areas that are not separated; and</li> <li><input type="checkbox"/> Dishware that is not stored to prevent contamination. (In a clean, dry location, not exposed to splash, dust, or other contamination and covered or inverted.)</li> </ul> <p>Ask staff:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How do they test for proper chemical sanitization (observe them performing the test)?</li> <li><input type="checkbox"/> How do they monitor equipment to ensure that it is functioning properly? (Review temperature/chemical logs.)</li> </ul>	
<p><b>9. Were dishes and utensils cleaned and stored under sanitary conditions?</b></p> <p style="text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No   <b>F371</b></p>	

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<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Equipment Safe/Clean</b>	
<p>Observe for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refrigerators and freezers that are not clean and in safe operating condition;</li> <li><input type="checkbox"/> Fans in food prep areas that are not clean;</li> <li><input type="checkbox"/> Utensils/equipment that are not cleaned and maintained to prevent food borne illness;</li> <li><input type="checkbox"/> Food trays, dinnerware, and utensils that are not clean and in good condition (e.g., not cracked or chipped, etc.); and</li> <li><input type="checkbox"/> Lack of appropriate equipment and supplies to evaluate the safe operation of the dish machine and the washing of pots and pans (e.g., maximum registering thermometer, appropriate chemical test strips, and paper thermometers).</li> </ul> <p>Ask staff:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What is the facility's practice for dealing with employees who come to work with symptoms of contagious illness (e.g., coughing, sneezing, diarrhea, vomiting) or open wounds;</li> <li><input type="checkbox"/> How does the facility identify problems with time and temperature control of PHF/TCS foods and what are the processes to address those problems;</li> <li><input type="checkbox"/> Whether the facility has, and follows, a cleaning schedule for the kitchen and food service equipment; and</li> <li><input type="checkbox"/> If there is a problem with equipment, how staff informs maintenance and follows up to see if the problem is corrected.</li> </ul>	
<b>10. Is the food preparation equipment clean?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>F371</b>
<b>11. Is essential kitchen equipment maintained in safe operating condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>F456</b>

### Kitchen/Food Service Observation

<b>Follow-up Visit(s) to the Kitchen</b>	
<b>Observations</b>	<b>Notes</b>
<b>Refuse/Pest Control</b>	
<p><b>12. Was garbage and refuse disposed of properly?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F372</b></p>	
<p><b>13. Are food storage, preparation, and service areas free of visible signs of insects and/or rodents?</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>F469</b></p>	
<p><u>If Question 12 or 13 is marked 'No':</u></p> <p><input type="checkbox"/> Is there documentation of pest control services that have been provided?</p> <p><input type="checkbox"/> Is the facility aware of the current problem?</p> <p><input type="checkbox"/> If the facility is aware of the current problem, what steps have been taken to eradicate the problem?</p> <p><input type="checkbox"/> Notify team of observations and review other areas of the environment for pest concerns.</p>	