

SANITATION / MEAL SERVICE CHECK LIST

SITE: _____

DATE: _____

COMPLETED BY: _____

KEY: Ø = Below Standards

✓ = Meets Standards

#1, #2, etc. = See Appropriate Comment #

STORAGE

Temperature between 48 - 70°F _____
 Food and supplies at least six inches off the floor _____
 No dented or rusty cans _____
 Shelves clean & orderly _____
 Chemicals stored separately & away from food _____
 or supplies _____

REFRIGERATOR(S)

Temperature(s) less than 40°F _____
 Clean and orderly shelves _____
 Food is covered, labeled and dated _____
 Leftovers are not kept for more than two days _____
 Meats are thawed in the refrigerator _____

FREEZERS(S)

Temperature(s) less than 0°F _____
 Shelves are clean and orderly _____
 Food is covered, labeled and dated _____

SANITATION PRACTICES

Handwashing sink is nearby and used _____
 before work & frequently _____
 Hairnets or hair coverings are used _____
 Clean aprons are used _____
 Non-slip, sturdy closed toe shoes worn for safety _____
 Flies are controlled by use of screens _____
 "NO SMOKING" signs posted in kitchen, food preparation _____
 & service areas _____
 Sign posted warning participants that removal of food from _____
 site is at their own risk _____
 County Health Certificate posted in the kitchen _____
 Sign posted in restrooms and kitchen re: washing hands _____
 before returning to work _____
 Dispensed soap and single use paper toweling at _____
 handwashing sink and in restrooms _____
 Logs kept for sanitized water for wiping rags _____
 No eating or drinking in the kitchen _____
 "No Animals" signage in the facility _____

TODAY'S MENU

ENTREE _____
 STARCH _____
 FRUIT/VEG _____
 FRUIT/VEG _____
 DESSERT _____
 MILK _____ OTHER _____

COMMENTS:

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MEAL SERVICE

- Food served at designated time _____
- Hot foods served at greater than 140°F _____
- Cold foods served at less than 40°F _____
- Temperature check completed this meal _____
- Food served attractively with garnishes, etc. _____
- Food served immediately after it is portioned _____
- Portion sizes are controlled using appropriate utensils _____
- Hand coverings or utensils used to serve food _____
- Tables attractive with decor, color, or flowers, etc. _____
- Menu approved, dated and posted at least 1 week in advance _____
- Substitutions in menu approved by RD prior to service _____
- Carriers for home-delivered meals clean _____
- Maximum time from portioning to home-delivery is not more than two hours _____
- Leftovers are dealt with immediately after service _____
- Food log temperatures for home delivered meals _____
- Delivery vehicle clean and no animals _____

CLEANUP

- Cleaning schedules posted _____
- Walls, cabinets and equipment clean _____
- Dinnerware free from cracks or chips _____
- Three sink system: wash-120°F, rinse-130°F, Sanitize - 180°F, or 1 TB chlorine per 1 gal. water _____
- Two sink system and sanitizer system: wash - 120 °F, rinse -- 130°F, Sanitizer Machine _____
- Dishes are air dried _____
- Dish machine: Wash--150°F, Rinse--170°F-180°F _____
- Dining tables washed with hot, sudsy water with bleach _____
- Floors swept and mopped every day _____
- Silverware covered when not in use _____
- Meal carriers for home delivered meals clean & sanitized daily _____
- Garbage cans covered when not in use _____
- Garbage removed from kitchen daily _____

COMMENTS: _____
