

SURVEYOR NOTES WORKSHEET

Facility Name: _____ Surveyor Name: _____

Provider Number: _____ Surveyor Number: _____ Discipline: _____

Observation Dates: From _____ To _____

ADDITIONAL SURVEYOR CHECKLIST FOR KITCHEN SANITATION

This checklist can be used when performing Task 5B. Remember not to use this checklist alone. All questions on HCFA 804 (#1-#14) must also be answered. Many items under General Kitchen, Refrigerator/Freezers, and Dry Storage can be checked during the Initial Kitchen Tour.

General Kitchen:

- ___ Covered hair, appropriate clean clothing?
- ___ Functioning hand washing facility? (Surveyor: Wash whenever you enter)
- ___ Garbage-cans used for food waste covered, unless in use at that moment?
- ___ No scoop inside the ice machine/s?
- ___ Surfaces of food prep counters, walls, floors, and ceilings clean and in good repair? Back of equipment, ventilation hoods? Chipped tiles on floor or walls?
- ___ Ceiling light fixtures clean, intact, free of insects?
- ___ No moisture present between stacked plates, pots, pans, or utensils?
- ___ No grease and/or dust build-up in range hood? No dust build-up on equipment?
- ___ Cutting blade of meat slicer clean and in good repair? Mixer/blender blades clean?
- ___ Pots and pans not blackened inside and not pitted, gouged or dirty?
- ___ If fan used, is it free of dust build-up and is it pointed away from food prep areas?
- ___ If windows open, are screens intact?
- ___ Cleanliness of food delivery carts, (separation of clean/soiled trays).
- ___ Observe how disposable/single use gloves are used/hand washing.
- ___ Observe loading dock for separation of clean/soiled, Trash disposal.

Refrigerators and Freezers:

- ___ Check temperatures in all refrigerators and freezers.
- ___ Are food and surfaces free of slime and/or mold?
- ___ Shelves and floors clean?
- ___ Are rubber gasket seals clean and intact? No condensation present?
- ___ No dust build-up on fans inside freezers and refrigerators?
- ___ All foods covered, dated and labeled? Packaging in freezers ok?
- ___ No raw meats thawing over any fresh food items? Are thawing meats sitting directly on the shelf or on a catch tray? On lower shelf? Are they dated and labeled?
- ___ If fresh eggs used, what is the cracked egg policy?
- ___ Check expiration dates on a sample of items (milk, cheese, leftovers, etc.) Foods rotated?
- ___ Refrigerators/coolers, temperature 41 degrees F?
- ___ Freezer temperature 0 degrees F or less?

Dry Storage:

- ___ Are cans and boxes and bags in dry storage dated and labeled?

- ___ Are opened bags and boxes resealed?
- ___ Are all items on a shelf and are all shelves off the floor?
- ___ Are shelves and floors clean?
- ___ Check for vermin droppings behind cans and back of shelves.
- ___ Check for dust build-up on the cans and boxes. Foods rotated?
- ___ Are dented cans removed and returned to the food supplier?
- ___ Check for scoops in bulk storage bins.
- ___ Is the facility using a first-in first-out rotation of food items?
- ___ Are there 18 inches between the ceiling/sprinkler heads and items on top shelf?
- ___ Check for overhead waste pipes in food storage areas.
- ___ Are chemicals and foods separated?

Dishwashing:

- ___ Observe a wash cycle and document temps (if hot water system follow manufacturer direction for proper temperatures).
- ___ If chemical system, have staff do chemical test.
- ___ Surveyors **should not** use facility logs as only review of the dishwashing process being effective.
- ___ Surveyors should check separation of clean/dirty dishes (food soil scraped/rinsed before going into dishwasher).
- ___ If 3-compartment sink being used with chemicals, test chemical concentration. (Note: A 3 compartment sink c also use hot water for sanitization)
- ___ Review the facility's logs of testing. (Chemical and Temperature)

Pantry areas on nursing units:

- ___ Check for dry food storage, refrigerator/freezer food storage and temperatures utilizing same procedures as for the kitchen.

Equipment maintenance and repair:

- ___ Check big equipment: Freezers, mixers etc.