**Food & Nutrition — Administrator’s Monthly Inspection Checklist**

**Record-keeping:**

Does the Certified Dietary Manager have the following records, complete and up to date?

🞎 Refrigerator/Freezer temperature logs

* 2-stage cooling temperature logs
* Serving temperature logs
* Test tray evaluation logs
* Tray line food temperature logs
* Thermometer calibration logs
* Dish machine temperature logs
* Staff cleaning logs
* Sanitizer test strip logs
* Ice machine cleaning/sanitizing  logs
* Maintenance work order logs (for equipment/kitchen repairs)
* Most recent hood cleaning documents
* Invoices (kept on file for one year at a minimum for survey)
* Records of employee in-service training (monthly at a minimum and also including one annual training from the RDN on resident-centered dining)
* Records of employee job descriptions with annual competencies.
* QAPI binder
* Menus for regular and therapeutic diets
* Menu “as served” kept on file for 30 days (CA)
* A disaster/emergency menu included with food supply and also in the Disaster Manual
* Daily supervisor inspection checklist for past four weeks.

**Questions for CDM:**

* CDM documented employee competencies annually? (Using CAHF video training?)
* Have the supervisor inspection checklist findings improved?
* Is the infection preventionist doing rounds in the kitchen? How frequently?
* Do residents like the food?
* Do the staff have the tools necessary to be successful?

**Entering the kitchen:**

🞎 Is the handwashing area clean and stocked with soap and towels?

* Is the water warm when you wash your hands?
* Are gloves readily available?
* Is there signage reminding employees to wash hands immediately upon entering the kitchen?
* Does the kitchen look and feel clean? Positive first impression?
* Does the kitchen appear organized?
* Do staff look confident and are they working in a directed manner?
* Would you want to eat the food made in this kitchen?
* Is the kitchen at a reasonably comfortable temperature?
* Is the floor clean and free of debris?
* Are the floor mats clean?
* Is the floor in good repair?

**Employee observation:**

🞎 Do all employees have hairnets on with all of their hair tucked in?

* Beards and mustaches covered with beard covers?
* Are jewelry (only plain wedding band) and false or painted nails covered?
* Do employees appear clean/free of offensive odor? Are uniforms clean?
* Are staff wearing sturdy, closed-toe, slip-resistant shoes?
* Is the kitchen free of personal belongings?
* All wounds or cuts covered twice?
* Proper gloving procedure followed including NO BARE HAND TO FOOD CONTACT
* Can cooks tell you how they calibrate thermometers, and how to clean and sanitize?
* Does the cook have a readily available poster of safe cooking temperatures?
* Have the cook explain the re-heat temperature for foods? (165°F for 15 seconds)
* Are cooks taking and logging temperatures? Are the temperatures acceptable?
* Are the cooks following recipes?
* Is the staff following the menu?
* Can staff explain the process to change the menu? (The registered dietitian must approve the change and acknowledge it on the menu spreadsheet with the date and reason for the change.)
* Can staff state if family is allowed to bring food from home and if so, how the Food and Nutrition Department safely handles that food?

**Kitchen and refrigerators:**

Is food labelled and dated with:

* The name of food
* The date the food was received (if unopened)
* The date the food was opened or prepared?
* Are there use-by or expiration dates?
* Is the food properly covered?
* No temperature controlled foods and potentially hazardous foods thawing at room temperature? (There shouldn’t be; must be thrown out)
* Can the cooks properly state four ways to defrost foods?
* Are there cleaning and sanitizer buckets under workstations?
* Documentation of sanitizer concentration testing?
* Are employees cleaning and sanitizing surfaces after preparation of meat, fish, poultry?
* Is the slicer cleaned and sanitized?
* Are the cool down instructions on the cooling log?
* Are refrigerators and freezers maintaining safe temperatures? (Refrigerators should keep food below 41°F, so set at 38-40°F , and freezers below 0°F)
* Are refrigerator and freezer temperatures being recorded on logs twice daily, morning and evening.

🞎 Are there thermometers in each refrigerator and freezer?

* Kitchen and refrigerators free of expired foods?
* Are foods stored such that ready-to-eat foods are at the top and raw or thawing foods are at the bottom?
* Do trash cans have lids on them when not in use? Are they clean?
* Are regulations posted in the kitchen for staff reference?

**Storeroom:**

🞎 Dry storeroom temperature between 50 and 70°F? Check your facility policy.

* Is there 6 inches of space between the lowest shelf and the floor to allow for cleaning?
* Is there 18 inches of clearance between the top shelf and the ceiling?
* Free of any evidence of pest issues such as droppings, dead flies on a windowsill or chew marks on boxes?
* All food items closed, stored and sealed properly?
* All dented cans stored in a separate labeled area. (Waiting to be discarded or returned.)
* Storeroom free of expired products.
* Are scoops stored outside of ingredient bins?
* IF there are bags in the large ingredient bins, are they food grade bags?

**Kitchen Condition:**

🞎 Are screens, doors, and windows in good repair?

* Are doors and windows sealed completely to keep pests from entering?
* Is equipment in good working order?
* Has broken equipment been entered into the maintenance work order log?
* Is the machine clean? Under the lid and inside? Ice scoop sanitized? Documented daily?
* Are all vents dust free?
* Is there an appropriate air gap between the drain pipe on the ice machine and the floor?

**Cleaning/Chemical storage area(s):**

* Are the mops and mop buckets clean?
* Is there a supply of new, clean and dry mop heads?
* Is there a supply of clean rags?
* Are dirty rags disposed of properly?
* Are chemicals stored separately from food?
* Are chemicals clearly marked?
* Is the SDS manual accessible, updated and current?

**Dish Machine and 3-compartment sink areas**:

* Is the dish machine clean and working properly?
* Staff can demonstrate how to test the PPM or temperature?
* Are dishwasher temperatures being recorded? Following manufacturer’s guidelines?
* Are staff changing aprons and gloves from the dirty side to the clean side?
* Are staff washing their hands before going from the dirty side to the clean side?
* Is the pot-washer at the 3-compartment sink recording sanitizer concentrations?
* Is the wash water clean?
* Are pans air-drying? Are pans being stored only after they are completely dry?

**Tray line:**

* Are employees quiet during tray line?
* Are the food temperatures taken at the beginning of the tray line and intermittently?
* Are staff sanitizing thermometers with alcohol wipe between testing each food?
* Are the cold foods on ice, chilled?
* Does food look and taste appetizing?
* Are trays neatly arranged? Trays and flatware clean and dry?
* Are meals accurate for food preferences and texture?
* Tray cards clean and dry?
* Are food carts leaving the kitchen at the scheduled times?
* Are the food carts cleaned and sanitized daily? Documented?
* Asked for a test tray—hot/cold food temperatures are within range and use the test tray evaluation log

**INSTRUCTIONS:** Report your findings to the Certified Dietary Manager and ask for deficiencies to be immediately corrected. Submit findings to the Quality Assurance Committee.