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|  | RESIDENTIAL CARE KITCHEN / FOOD SERVICE OBSERVATION State Form 53723 (R / 4-21)  INDIANA STATE DEPARTMENT OF HEALTH / DIVISION OF LONG-TERM CARE | | | | | |
| Regulatory reference: Retail Food Establishment Sanitation Requirements – 410 IAC 7-24 (\* for rule number)  Health Facilities / Licensing and Operational Standards – 410 IAC 16.2-5-5.1 | | | | | | |
| *Surveyor must:* | | 1. *Wear hair covering when entering kitchen.* 2. *Wash hands when first entering the kitchen. If hand washing area is blocked, observe and document.* 3. *Ask where staff washes hands when entering kitchen.* 4. *Observe one meal service. If concerns arise, observe additional meal service.* | | | | |
| ***NOTE: An asterisk ( \* ) denotes items of critical importance.*** | | | | | | |
| Name of facility | | | | | Facility number | |
| Name of surveyor | | | Identification number of surveyor | | Date of observation *(month, day, year)* | |
| Presurvey concerns | | | | | | |
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| **GENERAL KITCHEN (R0273 / R0191 / R0154)** | | | | | | |
| Who is in charge? | | | |  | | Section 94\*, 96 / **R0274** |
| Staff is knowledgeable? | | | | Yes  No | | Section 96 |
| Employee Health | | | |  | | Section 97\*, 98\*, 100\* |
| Covered hair? | | | | Yes  No | | Section 115 |
| Clean outer clothing? | | | | Yes  No | | Section 112 |
| Staff appropriately groomed? | | | | Yes  No | | Section 105\* |
| Hygienic Practices? | | | | Yes  No | | Section 113\*, 114\* |
| Hand washing? | | | | Yes  No | | Section 106\*, 107\*, 108 |
| Kitchen equipment and structure in good repair? | | | | Yes  No | | Section 244-263,  362-383 |
| Garbage cans used for food waste covered, unless in use. | | | | Yes  No | | Section 355 |
| Surfaces of food prep counters, walls, floors, and ceilings clean and in good repair?  Ventilation hoods? | | | | Yes  No | | Section 198\*, 205, 362, 398 |
| Ceiling fixtures clean and intact? | | | | Yes  No | | Section 370 |
| No moisture present between stacked plates, pots, pans, or utensils? | | | | Yes  No | | Section 282 |
| Cleanability of food contact surfaces? | | | | Yes  No | | Section 198\* |
| Clean equipment and utensils? | | | | Yes  No | | Section 264\*-274\* |
| If fan used, is it free of dust build-up and is it pointed away from food prep areas? | | | | Yes  No | | Section 155, 370 |
| If windows open, are screens intact? | | | | Yes  No | | Section 376 |
| Cleanliness of food delivery carts? (Separation of clean / soiled trays) | | | | Yes  No | | Section 264 |
| Observe how disposable/single use gloves are used. | | | |  | | Section 149 |
| Trash disposal? | | | | Yes  No | | Section 342-361 / **R0155** |
| Pests? | | | | Yes  No | | Section 402\*, 403 / **R0149** |
| Comments | | | | | | |

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| **REFRIGERATORS AND FREEZERS (R0273)** | | |
| Appropriate temperatures? Food under refrigeration 41º - 45º F, frozen food solid and free of evidence of thawing and refreezing? *Do not rely on the ambient temperatures of the refrigeration and freezers. Once the door is open and you enter the unit the temperature will rise. The temperature of the food is the important factor.* | Yes  No | Section 173\* |
| Freezer temperature 0º F or below? | Yes  No | Section 168 |
| Check temperature of a random sample of foods for proper holding temperatures (unless food is in cool down period). |  | Section 173\* |
| Are rubber gaskets clean and intact? | Yes  No | Section 244 |
| Food protected from contaminates. | Yes  No | Section 136-160\* |
| Proper thawing of hazardous foods? | Yes  No | Section 152, 170 |
| Egg use? | Yes  No | Section 127\*, 128\*, 140\*, 161\*, 181\* |
| Check expiration dates on a sample of items (milk, yogurt, leftovers, etc.). |  |  |
| What is the facility leftover food policy? |  | Section 138\*, 174\* |
| Comments | | |
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| **RECEIVING AREA (R0156)** | | |
| Food inspected to ensure quality. | Yes  No | Section 117\*, 125\* |
| Food sources? | Yes  No | Section 118\* |
| Comments | | |
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| **STORAGE (R0154)** | | |
| Protected from contamination? | Yes  No | Section 136\*, 137\*, 140\*, 141\*, 145\* |
| Food identified, if not easily recognizable. | Yes  No | Section 139 |
| Ready to eat, potentially hazardous food; date and marking? | Yes  No | Section 174\* |
| Check for vermin droppings behind cans and back of shelves. |  | Section 402\* |
| Check for scoops in bulk storage bins. |  | Section 146 |
| Are chemicals and foods separated? | Yes  No | Section 425\* |
| Food in storage area clean, dry, and not exposed to splash, dust, or other contaminants. | Yes  No | Section 152 |
| Comments | | |

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| **DISHWASHING (R0154)** | | |
| Dish wash staff knowledgeable in function of dishwasher and/or dishwashing procedures? | Yes  No | Section 95, 96 |
| Observe cycle and document temperatures. (If hot water system, follows manufacturer instructions for proper temperature.) |  | Section 253, 254, 255, 257\*, 276\* |
| If chemical system, have staff do chemical test. |  | Section 257\*, 259, 276\* |
| Check for separation of clean / dirty dishes. |  | Section 289 |
| Is facility following correct manual dishwashing procedures, i.e., three (3) compartment sink, correct water temperature, chemical concentration, and immersion time? | Yes  No | Section 224, 233, 254\*, 257\* |
| Cleaning of equipment and utensils. | Yes  No | Section 264\*, 265 |
| Comments | | |
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| **FOOD PREPARATION / SERVICE OBSERVATIONS (R0273)** | | |
| Are hot foods maintained at 130º - 140º F or above and cold foods maintained at 41º - 45º F or below? | Yes  No | Section 173\* |
| Food not held out of safety zone greater than four hours. | Yes  No | Section 175\* |
| Is food protected from contamination? Observe to determine if food handled and processed in a manner to prevent food borne illness. Monitor critical control points through the food production cycle. | Yes  No | Section 136\*-160 |
| Are food contact surfaces and utensils cleaned to prevent contamination and food-borne illness? | Yes  No | Section 264\*, 265\*, 275\*, 276\* |
| If potentially hazardous food is cooked and chilled, observe for appropriate time frames and method to monitor. |  | Section 171 \* |
| Comments | | |