



Kitchen Inspection

Site: _____ Date: _____
 Staff present: _____ Time: _____
 Observer: _____

REQUIREMENT/PROCEDURE	COMPLIANCE		COMMENTS/RECOMMENDATIONS
	YES	NO	
KITCHEN ACCESS			
1. The kitchen shall be inaccessible to children. Only authorized personnel in the kitchen.			
2. Food Services Personnel shall wear hats or hair nets, clean, odor-free clothing, clean aprons and sturdy, non-skid shoes while working in the kitchen.			
3. No food service personnel shall work with an illness, i.e. cold symptoms, flu or with sores, or open lesions, on face, neck, hands or arms.			
4. Working locks and keys for each storage room, with copies of each for safekeeping.			
FOOD STORAGE			
5. Each refrigerator and freezer has a thermometer in the warmest part of the unit.			
6. All food will be kept at proper temperatures (Hot foods: above 140 degrees F.; Cold foods: under 40 degrees F.) When holding or transporting. No food will be left out for more than two hours.			
7. All prepared foods are stored and clearly labeled with dates and disposed of after 24 hours.			
8. Foods stored in the refrigerator shall be in covered glass or plastic containers not more than 3" deep.			
9. Clean, adequate, and well organized food storage room. Food stored at least 6" above the floor, in glass, plastic or metal containers.			
10. Dry/cool storage room (60-70 degrees F.) no leaks, rodents, insects.			
11. Food items shall be stored separately from non-food items.			

REQUIREMENT/PROCEDURE	COMPLIANCE		COMMENTS/RECOMMENDATIONS
	YES	NO	
FOOD PRODUCTION			
12. Frozen foods shall be thawed in the refrigerator, or quick-thawed in plastic bags under cold, running water for immediate preparation.			
13. All produce must be washed thoroughly before use.			
14. Tops of cans shall be inspected for defects (i.e. puffer, springer, leaks, etc.) then washed before opening.			
15. Cutting boards shall be of non-toxic, non-wood materials, which are smooth and free of cracks, crevices, or open seams.			
16. A meat thermometer shall be used to ensure min. internal temperature before serving meats.			
17. During transport, food shall be covered and in clean, proper transport containers.			
18. Leftover foods from classrooms shall not be saved.			
CLEANING/MAINTENANCE			
19. Food preparation surfaces, including cutting boards, can openers shall be washed and sanitized after each use			
20. Flatware shall be sanitized twice: once, flat in the dish rack; once in cylinder, eating surface UP. Cylinder will be exchanged after sanitation so that eating surfaces are in bottom of cylinder when stored.			
21. All food contact surfaces shall be air dried for a minimum of 60 seconds after cleaning and sanitizing.			
22. Pots, pans, and utensils used in serving shall be washed in a dishwasher with a sanitizing temperature of 180 degrees F. or washed in a Lo-tem machine with chlorine bleach sanitizer or follow proper three-step wash-sanitizing method			
23. Hoods will be clean and free of grease.			

REQUIREMENT/PROCEDURE	COMPLIANCE		COMMENTS/RECOMMENDATIONS
	YES	NO	
24. Ovens and range tops shall be cleaned daily. Grease pans are washed daily.			
25. Refrigerators and freezers (Inside & tops) shall be washed monthly or more if needed.			
26. The freezer shall be defrosted when there is ¼" thickness buildup.			
27. Cracked or chipped dishes, utensils, equipment shall not be used.			
28. Floor shall be swept daily or more as needed and wet-mopped with soapy water daily. Floors shall be scrubbed as necessary.			
29. There shall be a sufficient number of garbage cans to hold all waste. Garbage cans shall be easily cleanable, covered, lined, and water tight containers. All cans must be emptied daily.			
30. An ABC-rated fire extinguisher will be provided for the kitchen, and inspected annually. Food service personnel shall know how to operate fire-fighting equipment			
31. Poisons and toxic cleaning material shall be stored away from food or food service equipment. MSDS must be retained for all toxic chemicals.			
REQUIRED DOCUMENTATION			
32. Production Records Binder			
33. Inventory/Invoices Binder			
34. Actual Meals Needed Binder			
35. Kitchen Cleaning Binder (Daily & Monthly Kitchen Cleaning)			
REQUIRED POSTINGS			
36. Food Handlers Cards (Cover Sheet)			
37. Diet Prescriptions (Cover Sheet)			
38. Temperature logs			
39. Hand Washing Posters			
40. Menus			

Notes:

Signature of Monitor:

Date:

Signature of Staff:

Date:

Signature of CM:

Date:

*** This form is filed in the Food Service Monitoring Binder in the USDA office.**