

FOOD SERVICE INSPECTION GUIDE

List of Frequent Discrepancies (Critical Items marked with *)

MANAGEMENT AND PERSONNEL

- 2-1.1 Person in Charge designated/on premises.*
- 2-1.2.1.A Person in Charge able to demonstrate knowledge.*
- 2-1.2.2 Food service personnel training current and documented in training records.*
- 2-2.5.1 Food service personnel physicals current.*
- 2-2.5.2 Personnel performing food preparation free of communicable disease.*
- 2-3.1 Hands washed, good hygienic practices (observed).*
- 2-4.1.1 Proper hygienic practices, eating/drinking/smoking prohibited(evidence).*
- 5-7.2(B) Hand washing facilities provided with adequate soap, hot/cold running water, hand drying single use towels/dryer*
- 2-3.4, 2-4.2 Clean clothes, hair restraints.
- 2-3.1.4(B) Hand washing signs posted.
- 2-3.5 Clothing and other personal items absent from food service areas.

FOOD AND MILK SOURCES

- 3-1.2.1(B)(1) Procured from an approved source.*
- 3-1.2.1(B)(3) Wholesome and in sound condition.*

TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOODS

- 3-4.2 Cold food at proper temperatures during storage, display, service, transport, and cold holding.*
- 3-4.3 Hot foods at proper temperatures.*
- 3-5.2, 3-5.6 Foods properly cooked and/or reheated.*
- 3-5.6 Foods properly cooled.*
- 3-4.2.A(3) Refrigeration Units maintain proper temperatures.*
- 3-4.6 Protected from decayed foods, contamination, and spoilage.*
- 3-5.7, 3-4.2 Frozen foods stored properly 0°F. or below, correctly thawed and not refrozen.*
- 3-4.2(A) Thermometers provided and conspicuously placed.

FOOD PROTECTION

- 3-2 Gross contamination, equipment, personnel, storage*
- 3-2 Potential for cross contamination; storage practices; damaged foods segregated.*
- 3-5.6.2 Leftover foods correctly dated, stored, and served; no unauthorized, or frozen leftovers present.* Advanced Prepared potentially hazardous foods which are not served immediately:
- 3-5.3 Held at or above 140 F.*
- 3-5.3, 3-5.6 Kept at or below 41 F.*
- 3-5.3, 3-5.6 Not held more than 4 hours between 41°F and 140°F.*
- 3-5.6(E) Labeled with date and time of preparation.*
- 3-5.6, 3-4 Food and corresponding temperatures within standards.*
- 3-2 Food protection during storage, preparation, display, service, transportation adequate.
- 3-2.1 Foods handled with minimum manual contact.
- 3-5.11(E),
- 4-7.9, 3-5.12 In use food dispensing utensils properly stored.

FOOD EQUIPMENT AND UTENSILS

- 4-4.4 Food contact surfaces properly cleaned and sanitized.*
- 4-4.4 Warewashing Sanitizing temperature ____ F.*
- 4-4.1 Warewashing Sanitizing concentration ____ ppm.*
- 4-1 Food and non-food contact surfaces designed, constructed, maintained, installed and located.
- 3-4.2(A) Accurate easily readable thermometers conspicuously located in all refrigerated spaces.
- 3-4.1(H) Only food items stored in food storage spaces.
- 4-1 Food service equipment and utensils meet standards and are properly installed.

FOOD EQUIPMENT AND UTENSILS (Continued)

- 4-2.1 Equipment and utensils properly air dried, handled and stored after being washed.
- 4-7, 5-5.4 No unauthorized supplies present or in use such as dish cloths, dish mops, soap, or steel wool.
- 3-4.2, 4-1 Refrigerated storage spaces are properly constructed, installed, and cleaned.
- 3-4.2 Refrigerated storage spaces free of excess frost/ice accumulation.
- 3-4.2 Refrigerated storage spaces maintained within proper temperature range.
- 4-7 Food service equipment and utensils properly maintained, serviced, cleansed, and sanitized.
- 4-2.19.1 Manual warewashing accomplished in three compartment sinks, equipped with sanitizing capability.
- 4-2 Automatic warewashing machines meet NSF standards or equivalent, properly cleaned, maintained, and operated with approved warewashing and sanitizing agents.

FACILITY STRUCTURE AND HOUSEKEEPING

- 5-10.1 Toxic items properly stored.*
- 5-10.2 Toxic items labeled and used properly.*
- 5-3.2 Rooms and equipment vented as required.
- 5-5.4 Cleaning gear/supplies properly stored.
- 5-2, 5-5 Floors, walls, ceilings, and attached equipment properly constructed, cleaned, drained, covered.

- 5-3.1 Lighting provided as required, fixtures shielded

SEWAGE AND PLUMBING

- 5-6.1 Water source safe, hot and cold under pressure.*
- 5-6.3, 5-6.4 Sewage and waste water disposed properly; cross connections, back siphonage, back flow prevented.*
- 5-7.1, 5-7.2 Toilet, hand washing sinks, and locker rooms located and equipped properly.*
- 5-6.4 Adequate air gaps provided on required equipment.
- 5-6.1 Plumbing installed and maintained.

GARBAGE AND SOLID WASTE DISPOSAL

- 5-8.1 Containers covered, adequate number, insect and rodent proof, emptied at proper intervals, clean.
- 5-8.2 Outside storage area clean, enclosure properly constructed.

INSECT AND RODENT CONTROL

- 2-4.3, 5-9.2 Presence of insects/rodents; animals prohibited.*
- 5-9.2 Outer openings protected from insects, rodent proof.*
- 5-9.3 Pest control programs being carried out by certified pest control personnel.*

SAFETY

- 6-5 Facility free of recognized hazards that are causing or likely to cause death, or serious harm to employees and/or patrons.*

MAINTENANCE OF SPACES AND/OR GROUNDS

- 2-3.5, 5-5 Premises maintained free of litter/unnecessary articles

Food Facility
Special Event Application
To Obtain a Permit to Operate a Food Concession or,
Operate a Temporary Food Establishment

Complete this application and submit to the Preventive Medicine Authority at least **30 days prior** to the start of the event.

1. Event: _____

2. Location: _____

3. Dates: (include times) event: _____ set up _____

4. Name(s) of Sponsoring Organization and phone numbers.

5. POC Name: _____ phone # _____

6. List all foods to be served: include where food will be prepared, who will prepare the items:

Food Prepared by/where/temperature holding method/equipment

(potentially hazardous food must be kept hot, 140°F or cold, below 41°F.)

7. If potentially hazardous food is transported to the event, what is the length of time in transport?

_____ How will the food be transported? _____

How will the food be kept hot or cold? _____

8. Food Source _____

9. Hand washing facilities, including location in relation to food service and preparation: _____

Section below to be completed by the PMA

Approved Disapproved Signature: _____ Date: _____

Reason for Disapproval: _____

Special restrictions or requirements: _____

HACCP INSPECTION DATA

EST. NAME:	INSPECTOR:
DATE:	TIME IN: :AM/PM TIME OUT: :AM/PM

Record all observations below - transfer violations to Inspection Report

FOOD TEMPERATURES/TIMES/OTHER CRITICAL LIMITS
Use Additional Forms If Necessary

FOOD STEP	1.	CRITICAL LIMIT	2.	CRITICAL LIMIT	3.	CRITICAL LIMIT	4.	CRITICAL LIMIT
A. SOURCE								
B. STORAGE								
C. PREP BEFORE COOK								
D. COOK								
E. PREP AFTER COOK								
F. HOT/COLD HOLD								
G. DISPLAY/SERVICE								
H. COOL								
I. REHEAT								

OTHER FOOD TEMPERATURES OBSERVED Use steps from above for location

FOOD	TEMP °C/°F	STEP	FOOD	TEMP °C/°F	STEP	FOOD	TEMP °C/°F	STEP

MANAGEMENT / PERSONNEL OBSERVATIONS	
OTHER FOOD OBSERVATIONS	
EQUIPMENT, UTENSILS, AND LINEN OBSERVATIONS	
WATER, PLUMBING, AND WASTE OBSERVATIONS	
PHYSICAL FACILITIES	
POISONOUS OR TOXIC MATERIALS OBSERVATIONS	