

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>I</b> <b>M</b> <b>P</b> <b>P</b>	SECTION NUMBER	PAGE NUMBER
		09-102D	1 of 5
		SUBJECT:	
		SAFETY, SANITATION AND INSPECTIONS: Housekeeping Plans and Health and Sanitation Inspections	
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## POLICY STATEMENT

To ensure that staff are provided clean, safe, and sanitary working conditions and offenders are housed, work, study, exercise, and receive health care in a clean, safe and healthy environment, all facilities and offices shall comply with applicable health, safety, and sanitation codes and regulations. (ACO 2-2A-01, 2-3B-01, 2-4C-01, ACI 3-4310, NCCHC P-15)

Each warden/superintendent, in consultation with the health authority, shall develop comprehensive housekeeping plans for all areas of the facility, which address specific tasks, frequency, and designation of responsibilities for tasks. (NCCHC P-15) Procedures shall be developed which ensure daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and offenders. (ACI 3-4314) Wardens/superintendents shall include in the housekeeping plan provisions to: ensure that all refuse is collected, stored and disposed of in accordance with a plan approved by the appropriate regulatory agency; (NCCHC P-15, ACO 2-4D-01, ACI 3-4312) ensure for the control of vermin, insects and pests (ACI 3-4313) and the disinfecting of laundry or parasite-infected materials; (NCCHC P-17) require weekly and monthly health and sanitation inspections of all internal and external areas of the facility and equipment to be conducted by qualified staff; (ACO 2-4C-01, 2-4D-01, ACI 3-4305, 3-4310) ensure weekly inspections of all food service areas, including dining and preparation areas and equipment and, to provide for inspection and corrective action reports to be submitted to the warden/superintendent. The warden/superintendent shall make such reports accessible to the facility health authority for review. (NCCHC P-15)

An annual health and sanitation inspection of each facility shall be conducted by an independent inspector to monitor the facility's compliance with applicable federal and state laws, regulations, codes, guidelines, and accreditation standards, including food service facilities and equipment. The inspection report shall be reviewed by the warden/superintendent or designee and corrective actions shall be required in response to any deficiencies noted. (ACO 2-2A-02, 2-4C-01, 2-4D-01, ACI 3-4302, 3-4310)

The potable water source and supply at each facility shall be tested and certified by an independent, outside source to be in compliance with jurisdictional laws and regulations. (ACO 2-4D-01, ACI 3-4311)

Facilities shall maintain energy efficient thermostat settings, with such devices located in housing, program, and exercise areas to be set not higher than 68 degrees Fahrenheit during winter heating and, where tempered air is available, not lower than 78 degrees Fahrenheit during summer cooling. In other areas of the facilities, the settings shall be set at not more than 72 degrees Fahrenheit for heating, or less than 72 degrees Fahrenheit for cooling. General orders developed to implement this policy shall be in consultation with the facility health authority. (NCCHC P-15)

## **DEFINITIONS**

**Safety and Health Specialist:** The staff member(s) designated by the warden/superintendent, who has completed minimum training requirements in accordance with IMPP 03-118D and is familiar with applicable health and sanitation regulations and monthly inspection documentation procedures.

**Fixed Equipment:** Equipment directly related to building systems, supportive of them, and including such items as elevators, mechanical components (heating, cooling, and ventilation), lighting components, etc.

**Independent Inspector:** A Kansas Department of Corrections staff member, not an employee of the facility being inspected, who has completed the minimum training requirements in accordance with IMPP 03-118D.

**Inspection Coordinator:** The person designated by the Deputy Secretary of Facilities Management as responsible for coordinating the inspection activities and reviewing inspection findings.

**Non-Fixed Equipment:** Equipment directly related to specific activities of the space, supportive of them, and including such items as shop equipment, kitchen equipment, beds, office furniture, washers, dryers, athletic equipment, etc.

**Qualified Staff:** Any staff member who has completed minimum training requirements in accordance with IMPP 03-118D and is familiar with weekly and monthly inspection documentation procedures.

## **PROCEDURES**

### **I. Housekeeping Plans: Daily Maintenance and Weekly/Monthly Health and Sanitation Inspections Established by General Orders**

- A. The facility shall establish General Orders and/or Post Orders, which identify all areas of the facility to receive inspections and assign responsibility for daily maintenance and cleaning, and for the weekly and monthly inspection of each area identified. General orders shall include a mechanism to ensure that deficiencies are addressed consistent with Section I.D., below, and according to the degree of their threat to the health, safety, and security of the facility.
  1. Written housekeeping plans shall be developed which address all areas of the facility and provide for daily housekeeping and maintenance by assigning specific duties and responsibilities to staff and offenders. (ACO 2-4D-01; ACI 3-4314)
  2. Dining and food preparation areas and equipment shall be inspected weekly by either administrative, medical, or dietary personnel or the food service supervisor or designee. Refrigerator, freezer, and food service water temperatures shall be checked and recorded daily. (ACI 3-4305)
- B. Weekly inspections of all areas except food service shall be conducted by qualified staff and shall be documented on the Weekly Inspection Report (See Attachment A, IMPP 09-101D). Weekly inspections of food service areas shall be documented on the Weekly Health and Sanitation Report - Food Service and Dining Areas Only (Attachment A). Copies of weekly inspection reports shall be immediately forwarded to the warden/superintendent and facility health authority or designee(s). (ACO 2-4D-01)
  1. Following receipt by the warden/superintendent or designee, the report shall be distributed according to local procedures established by each facility.
- C. Monthly inspections shall be conducted by the designated safety and health specialist and shall be documented on the respective Monthly Health and Sanitation Inspection Report (Attachment B):
  1. Inspections of facility areas other than food service and dining areas shall be reported on Attachment B.

2. Inspections of food service and dining areas shall be reported on Attachment C. (ACO 2-4C-01)
- D. Any deficiencies shall be reported on the Monthly Inspection Deficiency Report (See Attachment C, IMPP 09-101D).
- E. A copy of the Monthly Health and Sanitation Inspection reports and any Monthly Inspection Deficiency report shall be forwarded to the warden/superintendent and facility health authority or designee(s) within seven (7) working days of their completion. (NCCHC P-15)
- F. Unresolved deficiencies which are noted on consecutive monthly inspection reports shall require a Corrective Action Status Report, to be prepared within seven (7) working days of completion of the inspection (per Section I.C. above), by the staff member responsible for the maintenance/supervision of the inspected areas, for information and review by the warden/superintendent and facility health authority or designee(s).

## II. Annual Health and Sanitation Inspections

- A. A health and sanitation inspection of each facility, including food service facilities and equipment, shall be conducted annually by an independent inspector. (ACO 2-2A-02, 2-4D-01, 2-4C-01, ACI 3-4302)
- B. The annual health and sanitation inspection shall monitor the facility's compliance with all applicable federal and state laws, regulations, codes, guidelines, and accreditation standards.
- C. Within 45 days after receipt of the independent inspector's report, or, as directed by the independent inspector, the warden/superintendent shall submit a corrective action report. The corrective action report shall be submitted to the appropriate Deputy Secretary.
  1. A summary of corrective action and/or a plan of action for each deficiency noted; and,
  2. A description of equipment, funding or other needs with respect to future corrective action.
- D. The designee of the Deputy Secretary shall, within 15 working days of receipt of the corrective action report:
  1. Review the report; (ACO 2-2A-02)
  2. Address any questions regarding the report to the warden/superintendent and/or the independent inspector;
  3. Review the report with the appropriate Deputy Secretary and
  4. Make any necessary comments regarding the report;
- E. The Inspection Coordinator may, during routine facility inspections or as directed by a Deputy Secretary or the warden/superintendent, review facility progress with corrective action measures for deficiencies identified in any previous inspection report. (ACO 2-2A-02)
  1. The warden/superintendent shall file a Corrective Action Status Report at intervals required by the Deputy Secretary or designee until the deficiencies identified in the annual inspection report are sufficiently addressed.

## III. Designation and Training of Safety and Health Specialists

- A. Each warden/superintendent shall designate a minimum of one (1) primary and one (1) reserve safety and health specialist.

- B. Training of the facility's primary safety and health specialist(s) and reserve safety and health specialist shall be in accordance with IMPP 03-118D.

#### **IV. Responsibilities of the Safety and Health Specialist**

- A. Primary safety and health specialists shall:
  - 1. Accompany and participate in all inspections by independent inspectors;
    - a. In the event of a scheduling conflict or in the absence of the primary safety and health specialist, the reserve safety and health specialist or another facility staff member designated by the warden/superintendent shall accompany the inspectors.
  - 2. Ensure training of staff responsible for conducting weekly inspections;
  - 3. Conduct comprehensive and thorough monthly health and sanitation inspections of all facility areas; and,
  - 4. Review all weekly inspection, monthly inspection, and corrective action reports.
- B. In the absence of conflicts, reserve safety and health specialists shall participate in all inspections conducted by independent inspectors and no less than two (2) monthly internal health and sanitation inspections annually.

#### **V. Responsibilities of the Inspection Coordinator**

- A. The Inspection Coordinator shall arrange for and confirm mutually acceptable times and dates for at least an annual inspection for the respective facility, by an independent inspector.
  - 1. The inspection schedule for the following calendar year shall be completed and submitted to the appropriate Deputy Secretary no later than November 1 of each year.
  - 2. Changes in the established schedule shall be conveyed by the Inspection Coordinator.
- B. The Inspection Coordinator shall keep the respective wardens/superintendents and the appropriate Deputy Secretary advised, either verbally or in writing, of the content of any contacts with KDHE regarding the respective facilities.

#### **VI. Responsibilities of Designated Staff in the Facility Management Division**

- A. The appropriate Deputy Secretary shall designate a staff member to serve as the contact person with the Kansas Department of Health and Environment on matters pertaining to:
  - 1. Building codes as they affect new construction and renovation projects;
  - 2. Fixed equipment requirements; and,
  - 3. Environmental issues such as asbestos, toxic waste, underground fuel storage tanks, etc.
- B. All facility inquiries pertaining to the matters specified in Section VI.A. shall be directed to the Division of Facility Management contact person.
  - 1. Questions arising out of such discussions requiring further information from the Department of Health and Environment shall be resolved through contacts initiated by the designated contact person.

2. The designated contact person shall keep the wardens/superintendents advised, either verbally or in writing, of the content of any contacts with KDHE involving their respective facilities.
3. When directed to do so by the contact person, facility staff may initiate such contact.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

### REPORTS REQUIRED

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Weekly Inspection Report	Qualified staff to warden/superintendent or designee	Weekly
Monthly Health and Sanitation Inspection Report	Safety and health specialist to warden/superintendent or designee	Monthly
Monthly Inspection Deficiency Report	Safety and health specialist to warden/superintendent or designee	Monthly
Corrective Action Status Report	Staff person responsible for the maintenance/supervision of the Inspected area to warden/superintendent or designee	Within 7 working days of completion of a monthly inspection report where unresolved deficiencies are noted
Annual Inspection Corrective Action Report	Warden/superintendent to Deputy Secretary or designee	Within 45 days of receipt of annual inspection report or as directed
Warden's Corrective Action Status Report	Warden/superintendent to Deputy Secretary or designee	Monthly or as required

### REFERENCES

K.S.A. 65-101, 65-161 - 65-173, 75-5228, 76-125  
 IMPP 03-118D, 09-101D, 12-112  
 ACO 2-2A-01, 2-2A-02, 2-3B-01, 2-4C-01, 2-4D-01  
 ACI 3-4134, 3-4302, 3-4305, 3-4306, 3-4310, 3-4313, 3-4314, 3-4315  
 NCCHC P-15

### ATTACHMENTS

<u>Attachment</u>	<u>Title of Attachment</u>	<u>Page Total</u>
A	Weekly Health and Sanitation Report – Food Service and Dining Areas Only	1 page
B	Monthly Health and Sanitation Report	1 page
C	Monthly Health and Sanitation Report – Food Service and Dining areas Only	1 page

**WEEKLY HEALTH AND SANITATION REPORT (ACI 3-4305)**  
(Food Service and Dining Areas Only)

Facility: \_\_\_\_\_ Area Inspected: \_\_\_\_\_ Building: \_\_\_\_\_ Week of: \_\_\_\_\_

Current Week \_\_\_\_\_ Previous Week \_\_\_\_\_

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|---|--|
| <p><b>A.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>B.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>C.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>D.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>E.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>F.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>G.</b></p> <p>_____</p> <p>_____</p> | <p><b>FIRE SAFETY</b></p> <p>1. Hood suppression systems readiness.</p> <p>2. Fire extinguisher(s) are ready and access is clear.</p> <p>3. Emergency exits are unobstructed and emergency exit signs are visible.</p> <p>4. Evacuation plans and evacuation routes are publicly posted.</p> <p><b>INDUSTRIAL SAFETY</b></p> <p>1. Toxic/caustic cleaning supplies are properly labeled, inventoried/accounted for, and stored when not in use.</p> <p>2. Wet floor signs are posted when kitchen/dining room floors are wet; floors are kept dry, if possible.</p> <p>3. Lighting, ventilation, noise levels, and temperatures are maintained appropriate to the setting.</p> <p>4. All hot water pipes in the area are properly insulated.</p> <p>5. First aid supplies and safety equipment are available and used as required.</p> <p><b>SANITATION</b></p> <p>1. A supply of clean towels/wiping cloths are maintained for food service workers' use, soiled laundry is separate/covered.</p> <p>2. Mops/mop buckets are clean and in satisfactory condition, properly stored when not in use, soiled mops are covered.</p> <p>3. Floors, walls, windows, doors, ceilings, tables, and work surfaces are clean and in good repair.</p> <p>4. Garbage/trash containers are covered except during meal preparation and clean-up.</p> <p>5. Sewage, garbage, and trash is removed and disposed as scheduled or required, and containers are cleaned.</p> <p>6. Outside trash areas are free of loose debris. Containers are stored on a hard, cleanable surface, are not over-filled, and the lids are kept closed.</p> <p><b>FOOD/FOOD PROTECTION</b></p> <p>1. All food items are stored either in original or in sealed substitute containers and are properly covered, labeled and dated.</p> <p>2. Food storage area temperatures are recorded daily and are maintained in these ranges: Dry/Shelf stored goods 45-80 degrees F. Refrigerators/Coolers – 35-40 degrees F. Freezers - 0 degrees or below (ACI 3-4306)</p> <p>3. Direct handling of food (including ice) is minimized, and all food handlers use proper utensils and/or wear sanitary gloves, as appropriate to task/activity.</p> <p>4. Food dispensing utensils are properly stored during use, cleaned, and secured/stored between meals.</p> <p>5. Hot holding temperatures are maintained for food items being served.</p> <p><b>PERSONNEL</b></p> <p>1. Food Service personnel and offenders workers with diarrhea, open wounds, skin infections, and transmittable diseases are restricted from the food service area.</p> <p>2. Food handlers are referred to medical services for periodic/annual exams or due to illness on the job.</p> <p>3. Food handlers are physically clean, wear clean garments, caps or hair nets and, if applicable, beard masks.</p> <p>4. All persons working in food service, including offenders, are monitored each day for health and cleanliness by the Director of Food Services or designee.</p> <p><b>FOOD EQUIPMENT AND UTENSILS</b></p> <p>1. All food contact surfaces, pots, pans, trays, and utensils are clean and free of rust, corrosion, cuts, cracks, detergents, and rough surfaces, and are properly stored.</p> <p>2. All non-food contact surfaces, utensils, exteriors of pots, pans, and trays are clean and properly stored.</p> <p>3. Dish washing equipment/facilities are in good repair, maintain appropriate dishwasher temperatures, and function properly. Accurate thermometers and chemical test kits are provided and used. Water temperatures are logged daily.</p> <p>4. Ice machines are cleaned and ice scoops are properly stored outside of the machine.</p> <p>5. Serving lines, equipment used to transport food, and dining tables are cleaned and sanitized between meals.</p> <p><b>TOILET AND HAND WASHING FACILITIES</b></p> <p>1. Toilet rooms, wash basins, and stools/urinals are cleaned daily; sanitary towels/tissues/hand dryers are provided and maintained in working/serviceable order.</p> <p>2. Hand washing instructions are posted in the toilet rooms and in food preparation areas; compliance is monitored by Food Services Director or designee.</p> |
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**INSTRUCTIONS:** Each item must be rated Satisfactory (S) or Unsatisfactory (U). Each item found unsatisfactory on the previous weekly inspection shall be identified by inserting "U" in the column marked "Previous Week."

**COMMENTS:**

\_\_\_\_\_  
Signature and Title of Inspector

\_\_\_\_\_  
Date Signed

**MONTHLY HEALTH AND SANITATION INSPECTION REPORT**  
(Applies to all areas except Food Service and Dining)

Facility \_\_\_\_\_ Area Inspected \_\_\_\_\_ Building \_\_\_\_\_ Month of \_\_\_\_\_

Current Month	Previous Month	
_____	_____	<b>A. HOUSEKEEPING</b>
_____	_____	1. Written housekeeping procedures are available which address all areas and assign specific duties.
_____	_____	2. Garbage and waste are properly stored and disposed of.
_____	_____	3. Non-disposable containers are cleaned and sanitized after each use.
_____	_____	4. Lobby areas are clean, well-lighted, free of hazards.
_____	_____	5. Corridors and walkways are clean, well-lighted and free of hazards.
_____	_____	6. Stairs are clean, well-lighted, free of hazards.
_____	_____	7. Walls, windows and doors are clean and in good repair.
_____	_____	8. Ceilings are clean and in good repair.
_____	_____	9. Floors are clean and in good repair.
_____	_____	10. Premises are neat, clean, free of rubbish.
_____	_____	11. Outer openings are provided with adequate protection from bug/rodent infestation.
_____	_____	12. Landscaping is free from weeds, trash.
_____	_____	13. Furnishings and bedding (mattress, blanket, etc.) are clean and in good repair.
_____	_____	14. Available bedding exceeds needs for the housing units' offender population. (ACI 3-4315)
_____	_____	15. Individual room/cell is clean, free from litter and dust.
_____	_____	16. Closet/wardrobe/assigned clothes hanging area is available for each resident.
_____	_____	17. Light fixtures are clean and in good repair.
_____	_____	18. Ceiling mounted and portable fans are clean and in good repair.
_____	_____	19. All cleaning tools and equipment are clean, properly stored, and in good repair.
_____	_____	<b>B. LAUNDRY</b>
_____	_____	1. Adequate hand washing facilities are available.
_____	_____	2. Adequate storage space exists for supplies.
_____	_____	3. Wash temperatures meet or exceed 160 degrees Fahrenheit at point of entry. Water temperatures lower than 160 degrees Fahrenheit are acceptable if laundry chemicals suitable for low-temperature washing are used at proper concentrations.
_____	_____	4. Soiled and clean laundry is separated.
_____	_____	5. Window screens are in place and maintained in good repair.
_____	_____	<b>C. RESTROOM/SHOWER FACILITIES</b>
_____	_____	1. Restroom walls, grouting, ceiling, floors, mirror, and all attachments are clean and in good repair.
_____	_____	2. Adequate hand washing, shower, and toilet facilities are available.
_____	_____	3. Commodes and urinals are clean, properly sanitized, and in good repair.
_____	_____	4. Suitable hand cleansers, paper towel, or approved dryers are available.
_____	_____	5. Restrooms are well ventilated, free from odor.
_____	_____	6. Showers and bathtubs are clean and sanitized.
_____	_____	7. Shower curtains are clean and in good repair.
_____	_____	8. Hot water temperatures are thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit. (ACI 3-4134)
_____	_____	<b>D. HAIR CARE FACILITIES</b>
_____	_____	1. Adequate tool storage is provided.
_____	_____	2. Adequate facilities for sterilization of tools are available.
_____	_____	3. Tools are maintained in good repair and are clean.
_____	_____	4. Adequate supply of clean towels is provided.
_____	_____	5. Neck strips/sanitary towels are available.
_____	_____	6. Hot and cold running water is readily available at appropriate temperatures.
_____	_____	7. Chairs/furnishings are clean and free of rips, cuts and/or tears in upholstery.
_____	_____	8. All hazardous materials are handled and maintained in conformity with the provisions of IMPP 12-112.

**INSTRUCTIONS:** Each item must be rated Satisfactory (S) or Unsatisfactory (U) unless the item is not applicable. If not applicable, insert N/A for the non-applicable items. Each item found unsatisfactory on the previous monthly inspection shall be identified by inserting "U" in the column marked "Previous Month". Actual temperatures in showers and washbasins in restrooms should be checked with a hand held thermometer; laundry temperatures should be checked using the external thermometers on washers.

**COMMENTS:**

\_\_\_\_\_  
Signature and Title of Inspector

\_\_\_\_\_  
Date Signed

**MONTHLY HEALTH AND SANITATION REPORT (ACI 3-4305)**  
(Food Service and Dining Areas Only)

Facility: \_\_\_\_\_ Area Inspected: \_\_\_\_\_ Building: \_\_\_\_\_ Month of: \_\_\_\_\_

Current Month	Previous Month		
_____	_____	<b>A. FOOD</b>	
_____	_____	1.	No spoiled foods are found in the kitchen, food preparation area, refrigerators or freezers.
_____	_____	2.	Foodstuffs are stored either in original or in sealed substitute containers and are properly labeled.
_____	_____	3.	Canned goods are stored in good condition and are free of rust, leaks, and dents on seams.
_____	_____	4.	All food is stored at least 6" off the floor on racks or shelves; no food items are floor stored.
_____	_____	5.	A procedure is established and followed to ensure the rotation of food products (i.e., first-in/first-out).
_____	_____	<b>B. FOOD PROTECTION</b>	
_____	_____	1.	Non-disposable containers are cleaned and sanitized after each use.
_____	_____	2.	Refrigerator/freezer thermometers are conspicuously displayed and are accurate.
_____	_____	3.	Daily logs of refrigeration and dishwasher water temperatures are maintained by dietary personnel. (ACI 3-4305)
_____	_____	4.	Daily logs are maintained and verify that food storage area temperatures are maintained at: Dry/Shelf stored goods 45-80 degrees F. Refrigerators/Coolers 35-40 degrees F, Freezers 0 degrees or below (ACI 3-4306)
_____	_____	5.	Logs contain comments to justify temperature variances (all discrepancies are noted, work orders documented) in storage areas for dry storage/shelf goods and refrigerated foods.
_____	_____	6.	All food items (cases, containers, packages) are appropriately dated, covered/protected, and stored in appropriate temperature prior to use/re-use.
_____	_____	<b>C. PERSONNEL</b>	
_____	_____	1.	All personnel assigned to work in the food service area during the past month have documented pre-assignment medical clearances.
_____	_____	2.	Previously assigned food handlers have been referred to medical services for periodic/annual exams.
_____	_____	3.	Logs or other documentation evidences that all persons working in food service, including offenders, are monitored each day for health and cleanliness by the Director of Food Services or designee.
_____	_____	<b>D. FOOD EQUIPMENT AND UTENSILS</b>	
_____	_____	1.	Equipment used to store eating utensils (trays, glasses, silver/plastic ware, etc.) is clean.
_____	_____	2.	All food contact surfaces, pots, pans, trays, and utensils are clean and free of rust, corrosion, cuts, cracks, and rough surfaces, and are properly stored.
_____	_____	3.	All non-food contact surfaces, exteriors of pots, pans, trays, and utensils are clean/properly stored when not in use.
_____	_____	4.	A supply of clean towels/cloths are maintained, separated from soiled linens, for use by food service workers.
_____	_____	5.	Dirty linen exchange with laundry is routinely provided. All soiled linen (kitchen whites/towels/mop heads, etc.) are maintained in covered containers until laundered.
_____	_____	6.	Dish washing equipment/facilities are in good repair, maintain appropriate final rinse water temperatures, and function properly. Accurate thermometers and chemical test kits are provided and used.
_____	_____	7.	Serving lines and dining tables are cleaned and sanitized between meals.
_____	_____	8.	Hot holding temperatures are maintained for food items being served
_____	_____	<b>E. SEWAGE, GARBAGE, AND TRASH</b>	
_____	_____	1.	Sewage, garbage, and trash are disposed of/removed as scheduled or required.
_____	_____	2.	Garbage/trash containers are covered except during meal preparation and clean-up.
_____	_____	3.	Garbage/trash containers are clean and insect/rodent proof.
_____	_____	3.	Outside trash areas are free of loose debris and containers are stored on a hard, cleanable surface. Containers are not over-filled and lids are kept closed.
_____	_____	<b>F. PLUMBING</b>	
_____	_____	1.	Plumbing in all areas of food service is leak-free, operable, and prevents backflow.
_____	_____	<b>G. TOILET AND HAND WASHING FACILITIES</b>	
_____	_____	1.	Toilet and hand washing facilities are functional, clean, and convenient/accessible to food service workers.
_____	_____	2.	Hand washing instructions are posted in the toilet rooms and in the food preparation/serving areas. Compliance by all food service workers is monitored by the Director of Food Services or designee.
_____	_____	3.	Toilet rooms are clean, enclosed, and have self-closing doors. Fixtures and equipment function properly and are clean. Adequate supplies of sanitary towels and toilet tissue are stocked and made available for use.
_____	_____	<b>H. INSECT AND RODENT CONTROL</b>	
_____	_____	1.	The kitchen, food preparation, food storage and food service area is insect and rodent free.
_____	_____	2.	Outer openings to these areas are protected; animals are prohibited.
_____	_____	3.	Pest control services are performed per a pre-arranged schedule and/or as needed. Such service visits are documented.
_____	_____	<b>I. GENERAL CONDITIONS</b>	
_____	_____	1.	Floors, walls, windows, doors, ceilings, tables, chairs/seats, dispensers, and attached equipment are clean and maintained in good repair.
_____	_____	2.	Lighting, ventilation, noise levels, and room/area temperatures are appropriate to the setting.
_____	_____	3.	Toxics, caustics, and flammables are properly labeled, accurately inventoried, and stored away from food items.
_____	_____	4.	Premises are free of litter and cleaning equipment is properly stored, maintained, and sanitized.

**INSTRUCTIONS:** Each item must be rated Satisfactory (S) or Unsatisfactory (U). Each item found unsatisfactory on the previous monthly inspection shall be identified by inserting "U" in the column marked "Previous Month."

**COMMENTS:**

\_\_\_\_\_  
Signature and Title of Inspector

\_\_\_\_\_  
Date Signed