

**AGING AND DISABILITY SERVICES DIVISION  
NUTRITION SERVICE SPECIFICATIONS  
FOOD SAFETY CHECKLIST**

<b>FOOD SAFETY CHECKLIST</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
<b>A. Kitchen and Dining Facilities</b>			
1. All nutrition sites that prepare meals must have a Food Service Establishment Permit.			
2. The program scored 90 or above or rated an A on the Food Service Establishment Report. The report is on file, has been sent to the Division, and items noted have been corrected.			
3. Dietary Reference Intake (DRI)-compliant meals/menus, developed by the Division's Registered Dietitian (RD) or the program's own RD, must be served at least twice per week.			
4. Meals must meet the Division's established meal pattern to be eligible for reimbursement.			
5. The monthly menu is posted in the dining room of each meal site.			
6. A sign will be posted conspicuously at each congregate meal site instructing participants that no food is to be taken from the site except for the following: whole piece of fruit, a bread item or dessert items such as a cookie, brownie, or cake.			
7. A sign will be posted conspicuously at each congregate meal site stating that smoking is prohibited.			
8. Employee hand washing facilities (preferably located in the kitchen) include liquid soap and disposable towels.			
9. Five-step hand washing procedure is posted in appropriate languages.			
10. A sufficient number of non-porous and hardwood cutting boards are in satisfactory condition.			
11. Sneeze guards are used where necessary.			
12. Glasses and cups do not have chips and/or cracks, are not stacked inside one another and are stored inverted on clean bar mats.			
13. The kitchen is equipped with a first aid kit that is clean, stocked with unexpired items and properly stored away from food.			
14. Restrooms are clean, lighted, ventilated and handicapped-accessible. They must have hot and cold potable running water and self-closing entrance/exit doors.			
15. Restrooms must provide hand wash sinks, pump hand wash soap, single use disposable towels or forced air blowers for hand drying, and covered waste receptacles present in women's restroom for sanitary product disposal.			
16. All lights have protective safety covers.			
17. Floors are clean and free from broken tile and defective floorboards. Floors have a non-skid, nonabsorbent surface and have covered floor/wall junctures.			
18. The area has a hood fire suppressant unit and fire extinguishers that have had a satisfactory annual inspection.			

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<b>B. Dry Storage</b>			
1. All foods are properly dated and labeled with a "use-by" date (month/year).			
2. Food is stored to ensure first in/first out (FIFO) use.			
3. Foods are not stored beyond the maximum recommended storage time. Recommended maximum storage periods for dry goods are available at <a href="http://www.nvaging.net/grants/IIIC/forms.htm">http://www.nvaging.net/grants/IIIC/forms.htm</a> .			
4. Bulk food items are not stored in original containers and are properly labeled and dated with a "use-by" date (month/year).			
5. Food storage containers are clean and either National Sanitation Foundation (NSF) approved or food grade with tightly closing covers.			
6. Produce not requiring refrigeration is stored in ventilated bins or in crates on elevated platforms.			
7. Heavy items are stored on lower shelves and lighter items on higher shelves.			
8. Storage racks are in good condition (free from rust, broken or bent shelves, and set on solid legs).			
9. Shelves are clean.			
10. Floors in the storeroom are clean and in good condition.			
11. Storeroom is adequately ventilated and maintained at 50° F - 70° F. Temperatures logs are maintained.			
<b>C. Non-Food Storage</b>			
1. No insecticide, cleaning products or other poisonous substance is stored in any food preparation room or in any area where food products are stored or served.			
2. Toxic items are properly stored, labeled and used. Material Safety Data Sheets are available.			
3. Maintenance equipment is properly stored, especially mops and brooms.			
<b>D. Garbage/Trash Storage and Disposal Areas</b>			
1. Garbage containers are cleaned and sanitized as needed.			
2. The trash area is clean, orderly and free of excessive odor.			
3. Floor, platform or ground surface is free of spilled food, grease or liquid.			
<b>E. Personnel</b>			
1. All kitchen staff must hold a valid health certificate/card if required by local health ordinances.			
2. Director and head cook have completed ServSafe (or equivalent) training.			
3. All paid nutrition staff have completed a minimum of four hours of food safety training.			
4. Directors must ensure volunteers have received adequate food safety training.			
5. Appropriate clean clothing and closed-toe, sturdy shoes are worn in the kitchen.			
6. Clean hats or hair restraint nets are used.			

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7. Smoking and chewing tobacco are not allowed in the kitchen. NO SMOKING SIGNS ARE POSTED.			
8. Staff must not eat, chew gum or tobacco, or use toothpicks in the food preparation area.			
9. No foodservice employee is allowed to work who is ill with a cold, flu, diarrhea, or other disease that may be transmitted to others directly or through food. Report all incidences of suspected foodborne illness to the local Health Authority and the Aging and Disability Services Division within one (1) working day.			
<b>F. Food Preparation and Service</b>			
1. The food preparation area is clean, dry, odor-free, and free from empty containers, debris and broken and unused equipment. Food and liquid spills are immediately cleaned up.			
2. All equipment is clean and in good repair, including coffee/tea machines, microwaves and ice machines.			
3. Silverware is stored and presented in a manner that prevents contamination and utensils are picked up by the handles.			
4. Frozen foods are thawed under refrigeration or under cold, running water, or are cooked directly from the frozen state.			
5. Cold foods or potentially hazardous foods are prepared separately from chilled ingredients.			
6. Cold foods are held at 40° F or lower.			
7. Produce is thoroughly washed prior to preparation and serving.			
8. The maximum time perishable foods (raw or cooked) can be left in the temperature danger zone (40° F to 140° F) is four hours and includes receiving, preparation, holding and serving time.			
9. Preparation utensils, equipment, and all food contact surfaces are cleaned and sanitized after each different use (especially slicers, choppers, mixers, knives, work boards and cutting boards).			
10. Wiping cloths are clean, held in proper concentration of sanitizer, and use is restricted.			
11. Testing strips are used to test the strength of the sanitizer.			
12. Clean and sanitized cloths are used for wiping dining tables and chairs.			
13. Food handlers (including volunteers) wash their hands often. Hands are washed between tasks, setting tables, serving food, before putting on gloves, after working with raw foods, after using the restroom or whenever soiled.			
14. If gloves are utilized when handling food, hands are washed prior to their use.			
15. Gloves are changed between the handling of different food items and after cleaning soiled surfaces. Hands must be washed prior to using new gloves.			
16. Food thermometers are available and used correctly to monitor the temperature of all foods.			

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17. Thermometers are frequently checked for accuracy and recalibrated when necessary.			
18. Foods prepared in advance, foods that are reheated and leftovers are thoroughly heated to a minimum internal temperature of 165° F.			
19. Steam tables and other hot-holding equipment must maintain food at or above 140° F. They are not to be used to heat food.			
20. Foods held in the steam table are covered and stirred periodically.			
21. All foods are served within four hours of preparation.			
22. Leftover food requiring refrigeration is quickly cooled using shallow pans, ice bath, stirring, or special cooling equipment prior to being placed in the refrigerator or freezer. Temperatures are monitored during the cooling process. Potentially hazardous foods must have cooling records (date/ time/temperature) maintained for 12 months. Visit <a href="http://www.nvaging.net/grants/IIIC/forms.htm">http://www.nvaging.net/grants/IIIC/forms.htm</a> for list of potentially hazardous foods.			
23. Leftovers are labeled, dated and refrigerated immediately after cooling (month/day/year/time).			
24. Cover all food items placed under refrigeration, only after the food has reached 40° F.			
25. All refrigerated leftover foods are either used or discarded within three days.			
26. One test meal from each day is kept frozen for 30 days in case of an outbreak of foodborne illness. Meal is labeled and dated.			
27. Steam tables are de-limed regularly and cleaned daily.			
28. All floor sinks and drains are clean and in good repair.			
29. Garbage is disposed of promptly in receptacles.			
30. Food preparation sinks are not used for employee hand washing or the dumping of mop water. Mop and cleaning water is disposed of properly.			
31. Hood and grease trap are cleaned on a routine basis.			
<b>G. Purchasing/Receiving</b>			
1. Cans are checked for dents, swelling and leakage. Damaged cans are kept separate until they are returned to the supplier or destroyed.			
2. Foods are inspected for signs of pest infestation. Suspect foods are refused or returned.			
3. Foods requiring refrigeration are stored under refrigeration within 1/2 hour of receiving delivery.			
<b>H. Frozen Meals</b>			
1. Foods used to assemble frozen meals must be prepared immediately prior to the packaging process.			
2. Foods requiring advance preparation and reheating should not be used for frozen meals.			
3. Foods held in the steam table for longer than two hours may not be used for frozen meals.			

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4. Frozen meals are packed and frozen in an appropriate container and stored immediately.			
5. All frozen meals are labeled with the date of preparation and the name of the entrée (month/day/year).			
<b>I. Mechanical Dishwashing Area</b>			
1. Dishes/utensils are pre-scraped prior to washing.			
2. Personnel wash hands and change gloves, if applicable, between handling soiled tableware and sanitized ware.			
3. Low temperature dish washing machines automatically dispense chemicals at the correct concentration. A test kit that accurately measures the concentration of the solution is used regularly. (If applicable, water is changed when necessary). OR (see #4 just below, as an alternative)			
4. High temperature dish washing machines must meet the criteria for the model of machine being utilized. The final rinse water is between 180°F and 195°F. (If applicable to your dishwasher model, water is changed when necessary).			
<b>J. Manual Dishwashing</b>			
1. Towel drying of utensils/dishes/equipment is not permitted.			
2. Proper procedure for manual dishwashing is utilized. A three compartment sink comprised of: (1) wash sink with clean detergent solution (minimum 110°F), (2) rinse sink with clean water (minimum 120°F), (3) sanitizer sink with clean solution (minimum 75°F). Chemical test strips are used to test sanitizer concentrations.			
<b>K. Refrigerator Storage</b>			
1. All refrigerators have accurate thermometers and maintain an interior temperature of 40°F or lower. Internal thermometers are affixed in a conspicuous location, away from light fixtures. Temperature logs are maintained.			
2. Space is provided to store foods on shelves in a manner that allows for adequate air circulation.			
3. All foods are properly dated and labeled with a "use-by" date (month/day/year) to ensure first in/first out (FIFO) use.			
4. Bulk food items are not stored in original containers, are properly labeled and dated with a "use-by" date (month/day/year). Recommended maximum refrigerated storage of foods are available at <a href="http://www.nvaging.net/grants/IIC/forms.htm">http://www.nvaging.net/grants/IIC/forms.htm</a> .			
5. Clean containers used for storing food are NSF approved or food grade with tightly closing lids.			
6. All refrigerators, including shelves, are clean and free from mold and objectionable odors.			
7. Cooked foods stored under refrigeration are placed in shallow pans.			

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8. Storage procedures are followed to prevent cross contamination. Raw foods are stored separately from and below cooked foods or foods that will not be cooked.			
9. Spoiled or out of date foods are not present.			
10. Storage racks are in good condition (free from rust, broken or bent shelves, and set on solid legs).			
11. Floors in the units are clean, in good condition and covered with slip-proof material.			
<b>L. Freezer Storage</b>			
1. All freezer boxes or cabinets have accurate thermometers and maintain an interior temperature of 0° F or lower. Internal thermometers are affixed in a conspicuous location, away from light fixtures.			
2. All foods are properly dated and labeled with a “use-by” date (month /year) to ensure first in/first out (FIFO) use.			
3. Foods are not stored beyond the maximum recommended storage time. Recommended maximum storage periods for frozen foods are available at <a href="http://www.nvaging.net/grants/IIC/forms.htm">http://www.nvaging.net/grants/IIC/forms.htm</a> .			
4. Bulk food items are not stored in original containers are properly labeled and dated with a “use-by” date (month/year).			
5. Clean containers used for storing food are NSF approved or food grade with tightly closing lids.			
6. Space is provided to store foods on shelves in a manner that allows for adequate air circulation.			
7. Heavy items are stored on lower shelves and lighter items on higher shelves.			
8. Storage procedures are followed to prevent cross contamination.			
9. Storage racks are in good condition (free from rust, broken or bent shelves, and set on solid legs).			
10. Shelves are clean.			
11. Floors are clean, in good condition and covered with slip-proof material.			
<b>M. Home-Delivered Meal Service</b>			
1. Meals are packed at a minimum of 170° F.			
2. Foods in the steam table must be stirred during the packing process to ensure that heat is adequately distributed.			
3. Foods are spooned from the bottom of the pan during the packing process to ensure the food is hot when packed.			
4. Containers used for packing meals are either single use items or capable of being sanitized.			
5. Cold food is immediately packed into insulated packing containers at 35° F- 40° F, or placed into a refrigerated vehicle, which maintains a proper cold-holding temperature to ensure the safe delivery of food, or frozen, as applicable.			

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6. Hot food is loaded into preheated, insulated packing containers immediately after it has been packaged, or placed into a hotshot vehicle, which maintains a safe hot-holding temperature to ensure the safe delivery of food, or frozen, as applicable.			
7. The total amount of time required to pack home-delivered meals is kept to a minimum.			
8. Delivery containers are clean, in proper condition and suitable for delivery.			
9. Packing containers are closed tightly and properly.			
10. Delivery of fresh, unfrozen meals must start immediately after the last meal is packed.			
11. No smoking policy is enforced in each vehicle used for meal delivery. (Signs are posted.)			
12. Each vehicle used for transporting food is maintained in a clean condition.			
13. Packing unit is opened only when necessary to remove individual meal.			
14. Under no circumstances will meals be left in or outside a home when the recipient is not present to receive them.			
15. Client is encouraged to eat meal immediately after delivery.			
16. Written instructions on the proper handling of meals are provided to each client. Instructions should request immediate consumption of hot meals, reheating instructions and amount of time for safe storage in the refrigerator or freezer before the meal should be discarded.			
17. When it is obvious the recipient cannot immediately consume or properly care for the meal, or when it is evident that the previously delivered meals have not been eaten or stored appropriately, the driver contacts his/her supervisor for appropriate action.			
18. The time allowed between the beginning of meal packaging and the delivery of the last meal must not exceed the program's ability to provide food that is safe and appetizing.			
19. Cold food is delivered at 40°F or lower, including the last meal delivered.			
20. Hot food is delivered at or above 140°F, including the last meal delivered.			
21. Meal temperatures are checked daily to determine if they meet safety standards (cold below 40°F and hot-above 140°F). Time and temperature must be recorded at the beginning and the end of each delivery route. Records are maintained for 12 months.			