



Department of Food and Nutrition Visitation Criteria

II. Sanitation and Safety

School

Location Number

Date of Review:

☒ Self Contained
 ☐ Base
 ☐ Satellite

PERSONNEL

- | | | | | |
|----|---|---------------------------|--------------------------|--------------------------------------|
| 1. | All employees wear clean uniforms and shoes, adequate hair restraints and maintain a high degree of personal hygiene. | ☐ Yes | ☐ No | ☒ N/A |
| 2. | Fingernails must be short, unpolished and clean (no artificial nails). | ☐ Yes | ☐ No | ☒ N/A |
| 3. | Jewelry is limited to a plain ring, such as a wedding band, plain earrings, watch, no bracelets or necklaces. | ☐ Yes | ☐ No | ☒ N/A |
| 4. | Only authorized personnel are allowed behind the serving line and/or in production areas. | ☐ Yes | ☐ No | ☒ N/A |
| 5. | No use of cell phones or ear buds | ☐ Yes | ☐ No | ☒ N/A |

FACILITIES

- | | | | | |
|-----|---|--------------------------------------|--------------------------|--------------------------------------|
| 6. | Kitchen facility is free of crevices, holes, broken/missing screens or windows, uncovered drains, open ceiling areas, peeling paint, mold, or other apparent structural deficiencies. | ☒ Yes | ☐ No | ☐ N/A |
| 7. | All fans operate properly and are kept clean. Fly fans are turned on, and lights in storage and production areas are covered with clean protective shields. | ☒ Yes | ☐ No | ☐ N/A |
| 8. | Floors including floor drains and walls are thoroughly clean, including all areas underneath and behind equipment. There is no buildup of dirt around the baseboards or windows. | ☒ Yes | ☐ No | ☐ N/A |
| 9. | Toilet facilities are clean and in good working condition. Liquid soap, paper towels, and waste receptacle are provided. | ☒ Yes | ☐ No | ☐ N/A |
| 10. | Handwashing signs at all employee sinks and restrooms are posted in visible locations. | ☒ Yes | ☐ No | ☐ N/A |
| 11. | Locker room is clean. Food is not stored in locker room and personal items are not stored in food preparation areas. | ☒ Yes | ☐ No | ☐ N/A |
| 12. | Door weather strips are properly installed and are in good condition. | ☒ Yes | ☐ No | ☐ N/A |
| 13. | All exterior kitchen doors are kept closed and locked. | ☒ Yes | ☐ No | ☐ N/A |
| 14. | All food service areas are properly organized to ensure safe food handling and general safety. All items are stored at a minimum of six inches from the floor and twelve inches from the ceiling. | ☐ Yes | ☐ No | ☒ N/A |
| 15. | The kitchen is free from insects, rodents, and other vermin. | ☒ Yes | ☐ No | ☐ N/A |
| 16. | Regularly scheduled pest extermination is performed and reports are kept on file at the school. | ☒ Yes | ☐ No | ☐ N/A |
| 17. | Chemicals are stored away from food storage area and are properly labeled. | ☐ Yes | ☐ No | ☒ N/A |
| 18. | Hot water is available at all sinks (3 compartment, hand washing, etc.). All sinks are unobstructed, operational, and clean. Hand washing sinks have soap and paper towels. | ☒ Yes | ☐ No | ☐ N/A |
| 19. | Three (3) compartment is set up correctly (Wash and rinse sink is at 110 degrees and cold water in the sanitize sink) | ☐ Yes | ☐ No | ☒ N/A |
| 20. | Sanitation solution test kit is available for final rinse sink. | ☐ Yes | ☐ No | ☒ N/A |

PPM Test:

21.	Loading zone and dumpster areas are clean, kitchen trash is placed in plastic bags tied closed before placing in dumpster, lids are kept closed and dumpster area is kept free of debris to prevent pest or rodent infestation. Trash is being collected on a regular basis.	☒ Yes ☐ No ☐ N/A
22.	Current "Permit to Operate" and DOH Inspection Report are posted in visible location.	☒ Yes ☐ No ☐ N/A
Date of last DOH Report:		2/20/2025
23.	Deficiencies on the most recent DOH Food Service Inspection Report have been addressed and reported by Food Service Manager to the appropriate personnel. (List pending items in appropriate "Required Corrective Action" section.)	☒ Yes ☐ No ☐ N/A
24.	The most recent DOH Food Service Inspection Report is posted on the school's web site.	☐ Yes ☒ No ☐ N/A
EQUIPMENT		
25.	Equipment, hoods and surrounding areas such as compartments, shelves, legs, are cleaned and sanitized to prevent the spread of bacteria and cross contamination.	☒ Yes ☐ No ☐ N/A
26.	The hood system was serviced within the last 12 months.	☒ Yes ☐ No ☐ N/A
Date of Last Service		3/13/2025
27.	Can opener, slicers and other countertop food preparation equipment are clean and free of debris.	☒ Yes ☐ No ☐ N/A
28.	Work surfaces, tables, shelves and drawers are clean and organized.	☒ Yes ☐ No ☐ N/A
29.	Refrigerated equipment (Walk-ins, Reach-in Refrigerators/Freezers, Ice Machine, Beverage Coolers) are clean and organized, free of debris and residue.	☒ Yes ☐ No ☐ N/A
30.	Refrigerated equipment is at proper temperatures (freezers below 0 degrees; refrigerators are 41 degrees or below), back up thermometers are placed in each unit and gaskets are in good condition.	☒ Yes ☐ No ☐ N/A
31.	If Refrigerator/Freezer is not meeting proper temperatures, unit has been emptied, cleaned and marked "Do Not Use".	☐ Yes ☐ No ☒ N/A
32.	Cooking and hot holding equipment are clean, free of debris and residue.	☒ Yes ☐ No ☐ N/A
33.	If cooking or hot holding equipment is not working properly, unit has been emptied, cleaned and marked "Do Not Use."	☐ Yes ☐ No ☒ N/A
34.	Clothes dryer has venting system installed.	☒ Yes ☐ No ☐ N/A
35.	The lint filter on the clothes dryer is cleaned daily and before each use.	☒ Yes ☐ No ☐ N/A
RECORDS		
36.	Requests for equipment repairs or necessary kitchen maintenance have been initiated by Food Service Manager or Satellite Assistant in a timely manner and documented.	☐ Yes ☐ No ☒ N/A
37.	Repair/Service log sheet is posted in a visible location in the cafeteria	☐ Yes ☐ No ☒ N/A
38.	Temperature readings are recorded twice daily for each refrigerator, freezer, milk box and dry goods storage areas.	☐ Yes ☐ No ☒ N/A
39.	Temperature readings are recorded daily for meal components during preparation, reheating, holding and on serving lines.	☐ Yes ☐ No ☒ N/A
40.	Food being transported is packaged to ensure protection from contamination and is kept at safe temperatures.	☐ Yes ☐ No ☒ N/A
41.	HACCP binder is readily accessible and employees have been trained on content. The completed training roster is kept on file. The current Description of Program Review and facility form is filed in binder.	☐ Yes ☐ No ☒ N/A
42.	HACCP weekly checklist is signed by Manager/Satellite Assistant, properly completed and filed in HACCP binder.	☐ Yes ☐ No ☒ N/A
43.	Cleaning schedules are developed, implemented and posted.	☐ Yes ☐ No ☒ N/A
FOOD		
44.	Inventory levels are kept at a minimum according to participation and only appropriate menu items are in stock.	☐ Yes ☐ No ☒ N/A
45.	All stock is dated: Month/Day/Year and rotated properly using the First In – First Out (FIFO) method. Expiration dates are circled on boxes.	☐ Yes ☐ No ☒ N/A
46.	Items in inventory are scheduled to be used in a timely manner. USDA items must be used within 6 months of date received.	☐ Yes ☐ No ☒ N/A
47.	Left over food is covered and dated prior to placing in refrigeration.	☐ Yes ☐ No ☒ N/A

a. Pending maintenance work order numbers and description.

b. Additional repairs needed for equipment/facilities.

#30(2) Freezers leaking water pc 1123804 work order #4535268, pc 0976144 work order #453526

c. Tasks to be completed by food service staff.

Other comments and observations during this review.

Small packages of carrots were left in the milk box and have been discarded.
#24 Current Department of Health Food Service inspection report not posted on the school website.

Required Corrective Action (followup within 45 days)

Administration, please post the current DOH inspection report on the school website.
The manager will post the current DOH report upon returning to the site.
Work orders were submitted by the Region Supervisor for both freezers, which were leaking water.



☒ Satisfactory

☐ Off-Site Visitation Required

☐ On-Site Visitation Required

Required By Date

Principal or Designee

Food Service Manager/Satellite Assistant

Food Service Administrator

Deborah Riera

Aurora Arche

Caresa Delancy