

WEEKLY FOOD SERVICE SANITATION REPORT

Name of Institution: _____

AREA: _____ Main _____ Camp _____ Staff Dining

Inspection Team Members

(Name/Title)

Date of Inspection: _____

Time of Inspection: _____

This form is used to ensure compliance with ACA Standards relating to food preparation areas, food storage, sanitation, health & safety regulations.

Reference Standards: 4-4159 Through 4-4161, 4-4313 Through 4-4328
(3-4152 Through 3-4154, 3-4294 Through 3-4309)

copy: Keep on file for 3 years to include current year

Food Service Sanitation Inspection

Page 1

DINING ROOM

1. Are floors clean, dry and free of debris? Yes No NA In Use
2. Do floors have broken tile? Yes No NA In Use
3. Are walls, railings, gates, doors, and windows free of dust, grease, water, water spots, hand prints, etc.? Yes No NA In Use
4. Are water fountains clean, dry and no water spots? Yes No NA In Use
5. Are all windows, sills, ledges clean and dry? Yes No NA In Use
6. Are chairs and legs clean and free of debris? Yes No NA In Use
7. Are table tops, sides, pedestals clean and dry and free of debris? Yes No NA In Use
8. Are restrooms clean, sanitized, stocked with paper products and soap? Yes No NA In Use
9. Are wiping cloth's clean and being maintained in a sanitizing solution? Yes No NA In Use

COMMENTS:

JANITOR'S CLOSET

1. Are all mops, towels, buckets stored to permit proper draining? Yes No NA In Use
2. Are cleaning materials properly stored? Yes No NA In Use

COMMENTS:

Food Service Sanitation Inspection

Page 2

SERVING LINES

1. Are the counter tops, sneeze guards and shelves, wells, ledges, tray rails, and attachments, clean, dry and free of grease, food particles, dust and water spots? Yes No NA In Use
2. Are milk dispensers disassembled, cleaned, dried, free of debris, defrosted, and milk and waterspots cleaned up between meals? Yes No NA In Use
3. Are food warmers cleaned, dried, free of food particles, charred debris, grease, between each meal? Yes No NA In Use
4. Are floors in, around and under the serving line cleaned, dried and free of food debris and grease? Yes No NA In Use
5. Are juice dispensers and coffee urns disassembled, washed, cleaned, and dried between each, meal? Yes No NA In Use
6. Are all hand sinks clean and working properly? Yes No NA In Use
 - a. _____ Hot water temperature (≥ 100)
7. Are hats and/or hairnets, beardnets, white and single service plastic gloves being worn by all inmates handling food? Yes No NA In Use
8. Are wiping cloths being maintained in a two bucket cleaning (green) and sanitizing (red) solution? Yes No NA In Use

COMMENTS:

FOOD PREP AREAS

1. Are floors clean, dry, and free of grease and debris at all times? Yes No NA In Use
2. Are the garbage cans and lids clean, dry and free of debris and food, inside and outside spots? Yes No NA In Use

Food Service Sanitation Inspection

Page 3

FOOD PREP AREAS CONTINUED

3. Are all prep table tops, shelves, legs free of food debris, grease, rust and water spots? Yes No NA In Use
4. Are hand sinks, service sinks and prep sinks clean, dry and free of food debris, grease and water spots? Yes No NA In Use
5. Are mixers blades removed, cleaned, dry, and free of grease and food particles? Yes No NA In Use
6. Are slicers disassembled, cleaned and dried and free of food particles, grease and rust? Yes No NA In Use
7. Are can openers removed, cleaned, dried, and inspected for food particles and rust? Yes No NA In Use
8. Are the food bins and lids exteriors clean, dry, free of grease, food debris, and the wheels clean and dry? Yes No NA In Use
9. Are all coolers mopped and wiped down daily? Yes No NA In Use
10. Are all boxes and shelving six (6) inches from walls, and eighteen (18) inches from ceiling? Yes No NA In Use
11. Are hats and/or hairnets, beardnets, whites and single service plastic gloves being worn by all handling food? Yes No NA In Use
12. Are wiping cloths being maintained in a sanitizing solution? Yes No NA In Use

COMMENTS:

Food Service Sanitation Inspection

Page 4

COOKING EQUIPMENT

1. Are all floors, walls, ceiling and under equipment clean, dry, free of trash, food particles, and grease? Yes No NA In Use
2. Are light fixtures clean, dry, and free of grease and debris? Yes No NA In Use
3. Are all oven exteriors, and interiors, clean, dry, free of food particles, charred debris, and grease, and cleaned after each use? Yes No NA In Use
4. Are the griddles, braising pans clean, dry, free of food particles, grease and charred debris?
Are drip pans clean and dry? Yes No NA In Use
5. Are the steamers clean, dry, free of food particles, grease, and charred debris after each use? Yes No NA In Use
6. Are the kettles drained clean, dry, free of food particles, grease and debris? Yes No NA In Use
7. Are all deep fryers exteriors and exposed surfaces clean, dry and free of grease film debris, and also to frying grease free of odor and floating debris? Yes No NA In Use
8. Are hoods wiped down at the end of each work day? Yes No NA In Use
9. Is it completely stripped and completely washed down at least once a week?
This includes: Screens, interior and exterior walls, light globes, pipes, and completely free of grease and debris. Yes No NA In Use
10. Are toaster racks, legs, grainers, clean, dry, and free of crumbs, grease and charred food particles? Yes No NA In Use

Food Service Sanitation Inspection

Page 5

COOKING EQUIPMENT CONTINUED

11. Are utility tables clean, dry and free of grease and charred debris on the table tops, shelves, legs and in drawers? Yes No NA In Use
12. Are rolling carts and food carts clean, dry and free of grease and debris? Yes No NA In Use
13. Are wheels in good condition on service cart? Yes No NA In Use
14. Are wiping cloths being maintained in a sanitizing solution? Yes No NA In Use

COMMENTS:

DISHWASHER AREA

1. When dishwasher is in use what is the Wash temperature _____ degrees?
Final rinse temperature _____ degrees?
Sanitizer PPM _____
2. Have the filters been removed and inspected for cleanliness, lime deposit, and rust? Yes No NA In Use
3. Are the filter ledges, sprayers, wall and attachments clean and free of grease, debris, lime deposit and rust? Yes No NA In Use
4. Are the hanging splash guards being removed cleaned and are they free of grease, food debris, and rust? Yes No NA In Use
5. Are the carts, shelves, table and table legs, and attachments been cleaned and free of grease, food debris and rust? Yes No NA In Use

Food Service Sanitation Inspection

Page 6

DISHWASHER AREA CONTINUED

6. Has the garbage disposal and sink been cleaned and free from grease, food debris and rust? Yes No NA In Use
7. Are the garbage cans washed out, cleaned, drain dry and free of food debris and grease? Yes No NA In Use
8. Have the floors, walls been cleaned or wiped down and free of grease and food debris? Yes No NA In Use
9. Are the cleaning supplies such as gloves, towels, pads, squeegees, apron and personal protective equipment been properly stored, drained and drying ready for the next shift? Yes No NA In Use
10. Are the washer scrap baskets emptied and cleaned after each use? Yes No NA In Use

COMMENTS:

SCULLERY

Are all pots, pans and utensils ran through the dish machine? Yes No

If No, please complete the following section for the three (3) compartment sink process:

1. What is the water temperature for the following:
- a. Wash water temperature _____ degrees F (range > 110)
 - b. Sanitize water temperature _____ degrees F (range > 75)
 - c. Sanitizer PPM _____
2. Are the pots and pans free from grease and water spots? Yes No NA In Use

Food Service Sanitation Inspection

Page 7

SCULLERY CONTINUED

3. Have the sheet pans been cleaned and free from grease, food debris and charred food? Yes No NA In Use
4. Are the sinks clean without a grease film, and detergent film? Yes No NA In Use
5. Are sink tables, tables, shelves, floors, and walls clean, dry, free from grease, dust, food, water, water spots, etc? Yes No NA In Use
6. Has the proper PPE been issued while working in this area? Yes No NA In Use

COMMENTS:

STOREROOMS

1. Are floors, walls, ceiling and under equipment clean, dry, free of trash and food particles? Yes No NA In Use
2. Are the food bins and lid exteriors clean, dry free of grease, food debris and the wheels clean and dry? Yes No NA In Use
3. Are all foods properly wrapped or covered, labeled and dated? If cans are out of the case, are they dated? Yes No NA In Use
4. Are all food containers stored at least 6 inches off the floor, 4 inches from the walls and placed on dunnage racks? Yes No NA In Use

Food Service Sanitation Inspection

Page 8

STOREROOMS CONTINUED

5. What temperature is the storeroom? _____ degrees?

COMMENTS:

COOLERS AND FREEZERS

1. Are floors, walls, ceiling and under equipment clean, dry, free of trash and food particles? Yes No NA In Use

2. Are the food bins and lid exteriors clean, dry, free of grease, food debris and the wheels clean and dry? Yes No NA In Use

3. Are all foods properly wrapped or covered, labeled and dated? Yes No NA In Use

4. Are all food containers stored at least 6 inches off the floor, 4 inches from the walls and placed on dunnage racks? Yes No NA In Use

5. What temperature is the area inspected?
Cooler _____ degrees F (range 35 to 40 degrees)
Freezer _____ degrees F (range 0 or below)

COMMENTS:

RESTROOMS AND HANDSINKS

1. Are paper towels and soap available at the handsinks in staff restrooms? Yes No NA In Use

2. Are paper towels, hand-washing signage and soap available at the handsinks throughout the kitchen area and on serving lines? Yes No NA In Use

COMMENTS:

Food Service Sanitation Inspection

Page 9

GARBAGE REMOVAL AREA

1. Are floors, walls, ceiling and under equipment clean, dry, free of trash and food particles? Yes No NA In Use

2. Are the trash can and lid exteriors clean, dry, free of grease, food debris and the wheels clean and dry? Yes No NA In Use

3. Is Garbage removed within one to two hours after the meal service? Yes No NA In Use

COMMENTS:

MISCELLANEOUS MAINTENANCE AND SAFETY CHECKS

1. Is an irreversible thermometer, maximum registering thermometer or a heat sensitive tape available to check the temperature of items being sanitized? Yes No

COMMENTS:

GENERAL OVERALL COMMENTS

Serving Lines _____

Corrected by:	Time:	Date:
---------------	-------	-------

Officers Dining _____

Corrected by:	Time:	Date:
---------------	-------	-------

Food Prep Area _____

Corrected by:	Time:	Date:
---------------	-------	-------

Cooking Equipment _____

Corrected by:	Time:	Date:
---------------	-------	-------

Dishwasher Area _____

Corrected by:	Time:	Date:
---------------	-------	-------

Scullery _____

Corrected by:	Time:	Date:
---------------	-------	-------

Storeroom _____

Corrected by:	Time:	Date:
---------------	-------	-------

Coolers and Freezers _____

Corrected by:	Time:	Date:
---------------	-------	-------

Restrooms and Hand Sinks _____

Corrected by:	Time:	Date:
---------------	-------	-------

Loading Dock Area _____

Corrected by:	Time:	Date:
---------------	-------	-------

All the above discrepancies have been corrected:

Correctional Food Service Manager I:
