Food Safety Tools For Success

Food Operator's Guide

07/09/14

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County of Los Angeles Public Health

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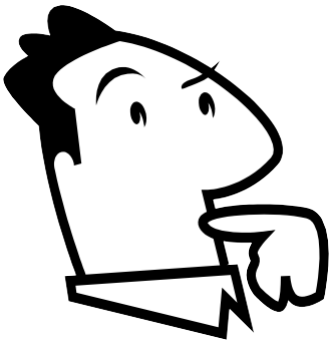
INTRODUCTION:

You want to be recognized by the public because of your excellent food safety and cleaning practices. You want to protect everyone by providing quality food products.

But did you know that you could be lacking basic tools and practices that will help you meet your goals?

If you answer “NO” to any of the following questions you will find this booklet helpful:

- Do you have a monitoring system that allows you to see how your food facility’s overall performance is?
- Do you know what high risk violations could result in the closure of your food facility?
- Do you monitor food temperatures on a regular basis to ensure food is maintained at proper temperatures?
- Are you following the right steps to properly wash your hands before preparing food?
- Do you have an established cleaning program at your facility?



Why should you be concerned?

Proper food handling techniques, cleaning, and sanitation practices are important factors that can prevent contamination of food and the occurrence of foodborne illness.

The Center for Disease Control and Prevention (CDC) estimates that each year roughly 1 in 6 Americans (or 48 million people) get sick, 128,000 are hospitalized, and 3,000 die of foodborne diseases.[1]

The purpose

This booklet will provide you with vital tools in reaching and maintaining a high standard of food safety, cleaning, and sanitizing practices.

MONTHLY SELF-AUDIT: FOOD SAFETY CHECKLIST

DID YOU KNOW?
Self-audits performed in the food facility can reduce and/or eliminate Health Code violations that affect your overall grade during a routine inspection.

The monthly self-audit food safety checklist is designed to monitor practices and procedures related to food handling, sanitation, and facility maintenance.

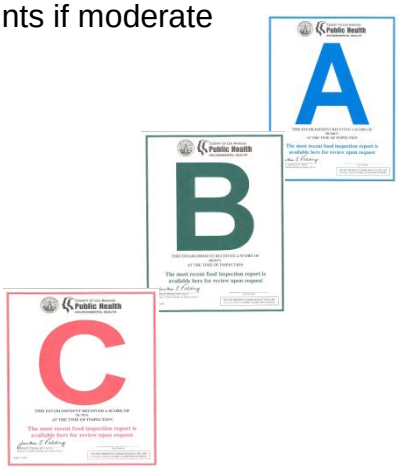
The monthly self-audit food safety checklist will provide you with a valuable assessment of your food facility's performance. This will allow you to identify your facility's strengths, weaknesses, and areas that need improvement.

POSSIBLE POINT DEDUCTIONS DURING A FOOD FACILITY INSPECTION

Points that could be deducted from the final score of your facility's food inspection report if food safety violations exist:

* Each food inspection begins with 100 points

- Cooling temperatures. . . . . .4 points if major violation, 2 points if moderate
- Holding temperatures. . . . . .4 points if major violation, 2 points if moderate
- Employee Health. .. . . . . .4 points
- Water/Sanitation. . . . . .4 points
- Food Storage. . . . . .1 point
- Utensil and equipment cleanliness and maintenance. . .1 point
- Facility maintenance. . . . . .1 point



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HOW TO USE IT

- The self-audit food safety checklist should be completed by the Person in Charge (PIC) or a designated associate.
- The PIC or designated associate is required to assess whether the standards in the checklist are “met” or “not met.” If any of the standards are “not met” then he/she must complete the “corrective action” section to record the action(s) taken to meet the standard.
- The PIC or designated associate that completes the Food Safety Checklist, must also enter the date, time, and his/her initials in the corresponding fields. This will help identify who provided oversight and initiated corrective actions.
- Once the entire checklist has been completed, the PIC or designated associate will review and evaluate the Food Safety Checklist to make sure that the corrective actions taken were implemented and effective.
- Finally, the PIC or designated associate must sign and date the checklist.

Areas of concern	**Met**	**Not met**	**Corrective Action**	**Date**	**Initial**
Good personal hygiene was observed.	✓			06/01/14	PC
Employees wear clean clothes/aprons.	✓			06/01/14	PC
Hair is restrained (e.g. hair net).		✓	Hair net was provided	06/01/14	PC
Employees appear in good health. No reports of illness.		✓	Employee was sent home (Diarrhea)	06/01/14	PC
Employees wash their hands in between task/operations (e.g. taking out the trash) and when there is hand contact with hair, skin, and clothes.		✓	Review of hand washing procedures with staff	06/01/14	PC
Employees wash their hands only in approved hand wash sinks.	✓			06/01/14	PC
Hand contact with hair, skin, and clothes is not observed.	✓			06/01/14	PC
Employee personal items are stored away from retail food items.		✓	Relocate back pack in food prep area to employee lockers	06/01/14	PC

Sample

FOOD SAFETY/SANITATION SELF AUDIT

ASSOCIATES	Met	Not met	Corrective Action	Date	Initial
Good personal hygiene was observed.					
Employees wear clean clothes/aprons.					
Hair is restrained (e.g. hair net, hat).					
Employees appear in good health. No reports of illness.					
Employees have no open sores, cuts, on hands or fingers. If not, adequate protection is used.					
Employees wash their hands in between task/ operations (e.g. taking out the trash) and when there is hand contact with hair, skin, and clothes.					
Employees wash their hands only in approved hand wash sinks.					
Employees have food safety knowledge as it relates to their assigned duties.					
Employees refrain from eating, drinking, chewing gum, and smoking in food preparation areas.					
An associate certified in food safety is on site.					
Employees' personal items are stored away from food items.					
FOOD SOURCE	Met	Not met	Corrective Action	Date	Initial
Food is purchased from approved sources (e.g. not made at home).					
All prepackaged foods are properly labeled.					
Food is received at proper temperatures when delivered.					
Food appears in good condition, no signs of tampering.					
COLD HOLDING & DRY STORAGE	Met	Not met	Corrective Action	Date	Initial
Cold food is held at 41°F or below (or 45°F as required).					
Food items stored inside the refrigeration unit are covered with approved material.					
Ready-to-eat items are stored above raw foods to prevent cross-contamination.					
There is adequate spacing to allow air flow.					
Food items are stored 6 inches off the floor on approved racks.					
Opened foods are stored in a closed and labeled food grade container.					
Food items, utensils, and equipment are stored in approved areas and protected from contamination.					
Chemical and non-food items are stored away from food items.					

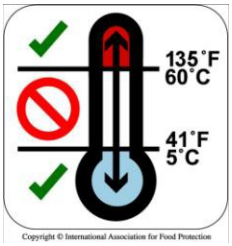
FOOD PREPARATION	Met	Not met	Corrective Action	Date	Initial
Approved thawing methods are used in the food facility.					
Food preparation is performed diligently so that food items are not in the temperature danger zone for more than 2 hours.					
Food thawing is performed in an approved sink.					
Thawed foods are not re-frozen.					
Food preparation is performed in an approved and clean area (e.g. no preparation in dining area).					
Produce is washed in an approved sink (e.g. not in mop sink).					
Food items are not left unattended for long periods of time.					
In order to prevent cross-contamination between ready-to-eat foods and raw food, proper preparation practices were observed.					
Utensils are used to handle food.					
COOKING	Met	Not met	Corrective Action	Date	Initial
Cooked food items must reach the following internal temperatures for at least 15 sec. ▪ Fruits and Vegetables are cooked to ≥135 °F.					
▪ Raw shell eggs (for immediate service) are cooked to ≥145 °F.					
▪ Fish is cooked to ≥145°F.					
▪ Single pieces of meat (beef, veal, lamb, pork,) are cooked to ≥145°F.					
▪ Ground beef is cooked to ≥155 °F					
▪ Poultry is cooked to ≥165°F.					
Stuffed Food and stuffing containing animal product are cooked to ≥165°F.					
A calibrated probe thermometer (±2°F) is available for use in food preparation areas.					
COOLING	Met	Not met	Corrective Action	Date	Initial
Food is rapidly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4hours					
Food is rapidly cooled using an approved method					
HOT HOLDING & REHEATING	Met	Not met	Corrective Action	Date	Initial
Hot food is held at 135°F or Above.					
Previously cooked and cooled food is reheated rapidly to 165°F for at least 15 seconds prior to being served or placed in the hot holding equipment.					
Reheating of food items is performed within 2 hours.					
Appropriate equipment is being utilized to reheat food items (e.g. food not re-heated in the steam table).					

SPECIAL HOLDING CONSIDERATIONS (TPHC &HACCP)	Met	Not met	Corrective Action	Date	Initial
When using Time as a Public Health Control, written procedures and documentation are maintained and available in the food facility					
When using a HACCP Plan, written procedures and documentation are maintained and available in the food facility					
CLEANING AND SANITIZING	Met	Not met	Corrective Action	Date	Initial
All food utensils are washed, rinsed, and sanitized after each use.					
Food contact surfaces and equipment are cleaned and sanitized once every 4 hours or as required.					
Approved sanitizer solution is available and maintained on site.					
3-compatment sink set up is available and maintained when manually washing utensils.					
Sanitizer solution test kit is available.					
A sanitizer solution for storage of wiping rags is available in food preparation areas.					
Wiping rags are stored in a sanitizer solution in between uses.					
Sanitizer solution with rags is stored away from food to prevent contamination.					
FACILITY SANITATION AND MAINTENANCE	Met	Not met	Corrective Action	Date	Initial
Food preparation areas (e.g. kitchen) are maintained clean.					
Refrigeration units are clean and in good repair.					
Food equipment is clean and in good repair.					
Floors, walls, ceilings are clean and in good repair throughout the facility.					
Hand washing facilities are accessible and fully stocked with soap and paper towels.					
Hood/grease filters are clean, free of grease, and installed properly.					
Food contact equipment is smooth and easily cleanable (e.g. cutting boards).					
Restrooms are clean and in good repair.					
Plumbing fixtures are in good repair (e.g. not leaking or clogged).					
Light fixtures are in good repair and are shatterproof or fitted with light shields and end caps.					
Premises around the facility and trash area are clean and free of debris. Trash container lids are maintained closed.					

Person in Charge/Designated associate: _____

Date: _____ Time: _____

TEMPERATURE LOGS



DID YOU KNOW?
Freezing does not kill bacteria it only stops their growth. The only practice that kills the bacteria is cooking[2]

Temperature logs are tools that allow you to monitor food temperatures and help assure that food is safe when stored, prepared, and served.

Maintaining food at proper temperatures is essential in preventing harmful bacteria from compromising the safety of food items. As a result, proper temperature control helps reduce the risk of getting people sick.

There are three types of temperature logs in this booklet that address specific food preparation activities.

- Cooking/reheating
- Rapid cooling
- Holding

POSSIBLE POINT DEDUCTIONS DURING A FOOD FACILITY INSPECTION

Points that could be deducted from the final score of your facility's food inspection report if food safety violations exist:

* Each food inspection begins with 100 points

- Cooking temperatures ……4 Points if major violation, 2 points if minor
- Holding temperatures. ……4 points if major violation, 2 points if minor
-
- Cooling temperatures……4 points If major violation, 2 points if minor
-
- Reheating……...4 points

How to use the logs

- The PIC or manager must decide on the frequency for temperatures to be monitored and who will be responsible for performing the duty. Once they have established these factors, proper monitoring of food temperatures may begin.

- The temperature logs vary in format according to the operation (e.g. cooking, cooling, and holding), so it is very important that the designated associate enters all the information required in each log (e.g. food involved, date, time, and equipment).

- During the monitoring process, if the associate encounters a discrepancy between the temperature taken and the temperature required, he/she must inform the manager or PIC immediately.

- After informing the PIC, the associate must take immediate action (e.g. discard, reheat, adjust temperatures) to ensure that the food is safe to prepare, store, or eat.

- Any temperature abuse observed must be recorded in the comment section with the corresponding action to assure that the standard has been met.

- At the end of each working day the PIC or manager must review the temperature logs and sign them.

Note:

Each temperature log works in conjunction with a reference section that provides the associate with valuable information related to each operation.

The reference section will indicate the required temperature food items must be maintained at, the practices/procedures necessary to maintain the food at required temperatures, and a sample of a completed temperature log.

The reference section for each temperature log is located at the beginning of pages 11, 13, and 15.

1. Cooking and Reheating Temperatures will ensure that Potentially Hazardous Foods (PHFs) are thoroughly cooked to reduce the risk of foodborne illnesses.

COOKING

Fruits and vegetables for hot holding → 135°F

Raw Seafood & Eggs → 145°F

Cuts of Raw Beef, Pork, and Lamb → 145°F

Ground or Chopped Meats → 155°F

Raw Poultry → 165°F

* Raw eggs and foods containing raw eggs that are not prepared for immediate service shall be heated to 155°F for 15 seconds.

REHEATING

PHF that is cooked, cooled & reheated for hot holding → 165°F within 2 hours

Cooking (Internal cooking temperature for at least 15 sec.)						Reheat
Date	**Food Item**	**135°F**	**145°F**	**155°F**	**165°F**	**165°F**
06/09/2014	chicken				169.1	
06/09/2014	pork		147.3			
06/09/2014	ground beef			159.8		
06/09/2014	eggs		148.6			
06/09/2014	beef stew					172.3

Comments:
All food items were cooked as required.
Beef stew was reheated from 38°F to 172°F within 35 minutes.

Sample

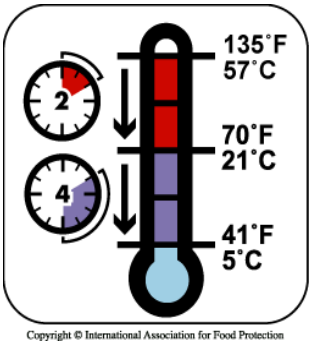
COOKING/REHEATING TEMPERATURES

Associate:		**Manager:**				
Cooking (Internal cooking temperature for at least 15 sec.)						**Reheat**
Date	**Food Item**	**135°F**	**145°F**	**155°F**	**165°F**	**165°F**
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
		°F	°F	°F	°F	°F
Comments:						

2. Rapid Cooling Temperature Logs will prevent microbial growth by limiting the time food is exposed to the temperature danger zone

After cooking or heating,
PHFs must be cooled quickly!

From 135°F to 70°F within 2 hours.
and from 70°F to 41°F within 4 hours



Cooling									
		From 135°F to 70°F Within 2 Hours				From 70°F to 41°F With 4 hours			
Date	Food Item	Start Time	Temp. (°F)	End Time	Temp. (°F)	Start Time	Temp. (°F)	End Time	Temp. (°F)
06/09/2014	chicken	10:00 AM	134 °F	11:20 PM	69 °F	1:20 PM	69 °F	2:40 PM	40.7°F
06/09/2014	fried rice	9:00 AM	135°F	10:15 AM	71 °F	10:20 AM	70 °F	12:00 PM	41.2°F
06/09/2014	beans	10:00 AM	135°F	11:45 AM	69 °F	11:45 AM	69 °F	3:30 PM	40.7°F

Comments:
Food items were rapidly cooled using an ice bath. Once target temperature (41°F) was reached, food was placed inside the refrigeration unit.

Sample

Approved Cooling Methods

Rapid cooling equipment

Ice bath

Add Ice

Cutting in smaller portions

Use shallow metal container

* The rapid cooling of PHFs can also be accomplished by utilizing other effective means that have been approved by the enforcement agency.

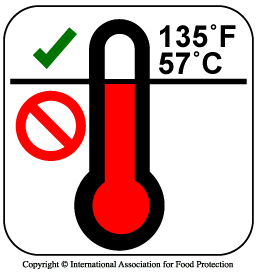
RAPID COOLING TEMPERATURE LOGS

Associate:					Manager:				
Cooling									
		From 135°F to 70°F Within 2 Hours				From 70°F to 41°F With 4 hours			
Date	Food Item	Start Time	Temp. °F	End Time	Temp. °F	Start Time	Temp. °F	End Time	Temp. °F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
			°F		°F		°F		°F
Comments:									

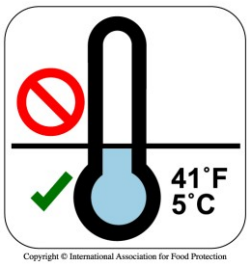
3. Holding Temperature Log will ensure that PHFs are not in the temperature danger zone (between 41°F and 135°F) while food items are held for further preparation and/or consumption.

Remember!

Hot foods must be maintained at or above 135°F



Cold Foods shall be maintained at or below 41°F



Associate: Carlos Garcia			**Manager: Enrique Zapata**	
Date: 06/09/2009				
Time	**Type of Food**	**°F**	**Location**	**Corrective Action**
06/09/2014	raw chicken	9:00	37 °F	
06/09/2014	beef	9:03	39 °F	
06/09/2014	cooked fish	9:07	37 °F	

Comments: All refrigeration unit were holding temperatures at or below 41 °F

- Hot holding equipment observed holding temperatures at or above 135°F

Sample

HOLDING TEMPERATURE LOGS

Associate:				Manager:
Date:				
Time	Type of Food	°F	Location	Corrective Action
Comments:				

CLEANING SCHEDULE

.

DID YOU KNOW?
Cleanliness helps prevent the contamination of food and limits food sources for pests.

The purpose of the cleaning schedule is to establish an effective cleaning program that can be easily monitored by the PIC or designated associate.

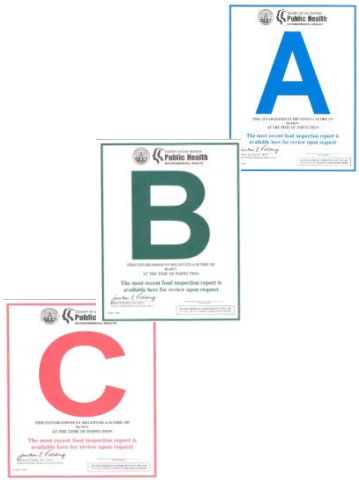
Routine cleaning, sanitizing, and facility maintenance are necessary to ensure that the food you prepare is protected from potential contamination.

POSSIBLE POINT DEDUCTIONS DURING A FOOD FACILITY INSPECTION

Points that could be deducted from the final score of your facility's food inspection report if poor cleaning and poor maintenance are observed:

* Each food inspection begins with 100 points

- Vermin infestation. . . . . .4 points if major violation, 2 point if minor violation
- Clean/Sanitize food contact surfaces. . . . . .4 point
- Utensils/equipment shelving not clean. . . . . .1 point
- Walls/ceiling/floors not clean. . . . . .1 point
- Toilet /Dressing Rooms not clean. . . . . .1 point
- Refuse/Premises/ Janitorial. . . . . .1 point



HOW TO USE IT

- The PIC or manager must consider the needs of the food facility regarding cleanliness and maintenance. They must decide what needs to be cleaned, the frequency of cleaning (e.g. daily, weekly), and who will be responsible for carrying out the task.

- Once the above mentioned items have been determined, the PIC and manager must fill out the corresponding fields in the cleaning schedule.

- The designated associate(s) can start the cleaning task as specified in the schedule.

- After completing the cleaning task, the associate must enter a check mark in the "Completed" field indicating that the task has been completed. Any comments relevant to the job can be entered in the comments section at the end of the cleaning schedule.

- The PIC or manager must review the completed cleaning schedule to ensure that all the areas were cleaned as scheduled.

- Finally, the PIC or manager must sign the form and enter the date and time the form was reviewed.

See the table below for a sample of a completed cleaning schedule.

Month: July

WALK-IN REFRIGERATOR/FREEZER						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Door/Exterior Hardware		M-F			Carlos Garcia	✓
Welts (door gaskets)		M-F			Carlos Garcia	✓
Fan Covers/Guards			Monday		Steve Smith	✓
Shelving Interior Hardware			Tuesday		Steve Smith	✓
Floor	10:30 AM 2:30 PM Closing				Carlos Garcia	✓
Walls & Ceiling			Thursday		Steve Smith	✓
Condensate Pan		M-F			Carlos Garcia	✓
Floor sink		M-F			Carlos Garcia	✓

Comments:
- Torn door gasket in the walk-in refrigerator. Needs to be replaced

- Rust on fan covers inside refrigeration unit located in the cook's line. Told PIC

Person in charge: __Juan Martinez__ Date: __07/30/2014__ Time: ____6:30 PM_____

Sample

CLEANING SCHEDULE

WALK-IN REFRIGERATOR/FREEZER						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Door/Exterior Hardware						
Welts (door gaskets)						
Fan Covers/Guards						
Shelving/Interior Hardware						
Floor						
Walls & Ceiling						
Condensate Pan						
Floor Sink						

REFRIGERATION/FREEZER UNITS						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Door/Exterior Hardware						
Welts (door gaskets)						
Fan Covers/Guards						
Shelving/Interior Hardware						
Condensate Pan						
Drain line						

Hood(s)/Vent(s)						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Canopy						
Light Fixtures						
Ventilation Filters						
Duct/Flue						

KITCHEN						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Floor Mats						
Scrub & Clean Floor						
Baseboards & Walls (up 6ft.)						
Floor Sinks						
Cutting Boards						
Shelves						
Cook's Line Equipment						
Ceiling and makeup air vents						
Food Preparation sink						

Person in charge: _____ Date:_____Time:_____

Restrooms						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Floors						
Vents						
Walls & Partitions						
Trash Containers						
Urinals & Commodes						
Sinks						
Mirrors & Glass						
Soap & Paper Towel Dispensers						
Report any Broken Fixture						
DINING AREAS						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Empty Trash Containers						
Table Tops & Chairs						
Floors						
All Windows & Glass Doors						
Fans, Lighting, Decorations, Vents						
COMMON AREAS						
Item	**Hourly**	**Daily**	**Weekly**	**Biweekly**	**Employee**	**Completed**
Doors/Floors						
Light Fixtures						
Windows						
Ceiling Vents/Fans						
Shelves under cashier						

Comments:

Person in charge: _____ Date:_____Time:_____

DAILY CHECKLIST

DID YOU KNOW?
Foods held at or below 41°F is one of the most effective ways to reduce the risk of foodborne illness.[3]

A Daily Checklist provides you with a *general* assessment of your food facility.

Unlike the monthly self-audit food safety checklist, the daily checklist only addresses high risk violations that could result in the closure of your facility. *It should not be used in lieu of the self-audit food safety checklist.*

The high risk violations addressed in the daily check list are:

- Hot water temperature
- Food temperature
- Sanitizing
- Hand washing

POSSIBLE POINT DEDUCTIONS DURING A FOOD FACILITY INSPECTION

Points that could be deducted from the final score of your facility's food inspection report if poor cleaning and poor maintenance are observed:

* Each food inspection begins with 100 points

- Holding temperatures. . . . . 4 points if major violation, 2 points if minor
- No hot water. . . . . 4 points
- Clean/sanitize food contact surfaces. . . . . 4 point
- Hand washing. . . . . 4 point

HOW TO USE IT

- The daily checklist should be completed by the PIC or designated associate prior to opening and during routine operation of the food facility (e.g. before lunch rush, etc).
- Each section must be completed by entering the required information (temperature, initials, time, ppm, etc.) in each of the fields.
- The PIC or designated associate can refer to page 24 for information related to the high risk violations addressed in the daily checklist.
- If at any time during the operation of the food facility, one of the four sections does not meet the standards, the PIC or manager must be advised immediately and corrective actions must be initiated to meet the standard. The food facility should discontinue operation and sales until the standard are met.
- Once the standard has been met, document the incident in the comment section.
- After completion of the daily checklist, the PIC or manager must review, sign, and date the daily checklist.

See the table below for a sample of a completed daily checklist.

HOT WATER TEMPERATURE

LOCATION	Temp. °F	Initials / Time	Temp. °F	Initials / Time	Temp. °F	initials / Time	Temp. °F	initials / Time
Utensil Washing Sink	120°F	CM / 8AM	121°F	CM / 12:00	120°F	CM / 3:00	121°F	CM / 7:05
Food Preparation Sink	121°F	CM / 8:05	120°F	CM / 12:05	121°F	CM / 3:05	120°F	CM / 7:06
Hand Washing Sink	105°F	CM / 7:50	100°F	CM / 12:10	105°F	CM / 3:10	103°F	CM / 7:10
Mop Sink	120°F	CM / 8:09	120°F	CM / 12:14	120°F	CM / 3:14	121°F	CM / 7:15

sample

Comments: Hot water available throughout the facility

Actions: No action required

Date: 03/29/2014 Certified Food Protection Manager/PIC: Carlos Martinez

DAILY CHECKLIST

* see page 24 for the Daily Checklist Reference Sheet

I. HOT WATER TEMPERATURE

LOCATION	Temp. °F	Initials / Time	Temp. °F	Initials / Time	Temp. °F	Initials / Time	Temp. °F	Initials / Time
Utensil Washing Sink	°F		°F		°F		°F	
Food Preparation Sink	°F		°F		°F		°F	
Handwash Sink	°F		°F		°F		°F	
Mop Sink	°F		°F		°F		°F	

II. FOOD TEMPERATURE (HOT/COLD HOLDING UNITS)

LOCATION	Temp. °F	Initials / Time	Temp. °F	Initials / Time	Temp. °F	Initials / Time	Temp. °F	Initials / Time
Walk-in Refrigerator	°F		°F		°F		°F	
Reach-in Refrigerator	°F		°F		°F		°F	
Cold table top unit	°F		°F		°F		°F	
Hot Holding unit	°F		°F		°F		°F	
Steam Table	°F		°F		°F		°F	

III. SANITIZING

LOCATION	ppm	Initials / Time	ppm	Initials / Time	ppm	Initials / Time	ppm	Initials / Time
Automatic Dishwaher								
Utensil Washing Sink								
Sanitizer Bucket								

IV. HAND WASHING SUPPLIES (SOAP & PAPER TOWELS)

LOCATION	YES	NO	Initials / Time	YES	NO	Initials / Time	YES	NO	Initials / Time	YES	NO	Initials / Time
Kitchen Area												
Preparation Area												
Restroom												

Comments: _____

Actions: _____

Date: _____ Certified Food Protection Manager/PIC: _____

DAILY CHECKLIST REFERENCE SHEET

I. HOT WATER TEMPERATURE

Routinely monitor hot water temperature to ensure an adequate, protected, pressurized, potable supply of hot water at a minimum of 120°F at all times.

II. FOOD TEMPERATURE(HOT/COLD HOLDING UNITS)

Routinely monitor temperature of PHFs with an accurate (±2°F) thermometer. PHFs should be held at or below 41°F or should be kept at or above 135°F at all times.

Note: Time/temperature standards for cooling PHFs are different than holding temperature requirements.

All PHFs should be rapidly cooled from 135°F to 70°F within 2 hours and then from 70°F to 41°F within an additional 4 hours by means of: placing food in shallow containers, separating food into smaller portions, adding ice as an ingredient, use of an ice bath and stirring frequently, using rapid cooling equipment, using containers that facilitate heat transfer, or as part of an approved HACCP plan.

III. SANITIZING

Routinely monitor and ensure that all utensils and equipment are washed, rinsed, and sanitized as circumstances require. Use an approved sanitizer at the proper concentration (ppm) and have a test kit readily accessible. A sanitizer solution should be available for storage of wiping rags.

Some approved sanitizers (with proper concentrations) that are commonly used are:

1) Chlorine solution of 100 ppm with a contact time of at least 30 seconds for manual washing.
   (50 ppm for mechanical dishwashers)
2) Quaternary Ammonium solution of 200 ppm with a contact time of at least one minute.
3) Iodine solution of 25 ppm with a contact time of at least one minute.
4) Hot water of at least 171°F with a contact time of at least 30 seconds for manual warewashing.

Note: All multi-use kitchen utensils and equipment used with potentially hazardous food shall be cleaned and sanitized at least once every four hours.

IV. HAND WASHING

Routinely monitor dispensers to ensure that soap and paper towels are always present. Recommend vigorously scrubbing hands with soap for at least 10 to15 seconds followed by thorough rinsing. Additionally, sinks should be observed to assure hot and cold water and adequate drainage.

Hand Washing Practices

DID YOU KNOW?
Keeping hands clean is one of the most important ways to prevent the spread of infection and illness. [4]

Wash your hands often and thoroughly; paying special attention to the area around and under your fingernails.

Wash your hands when:

- Arriving to work, before engaging in food preparation.
- Before and after eating or drinking.
- In between task, and operations (e.g. from working with raw food to ready to eat food, removing trash).
- After using the restroom.
- After touching a body part, hair, or cloth.
- After sneezing, coughing, and or blowing your nose.

Hand Washing Steps

1. Wet hands with warm water (100°F)

2. Get soap

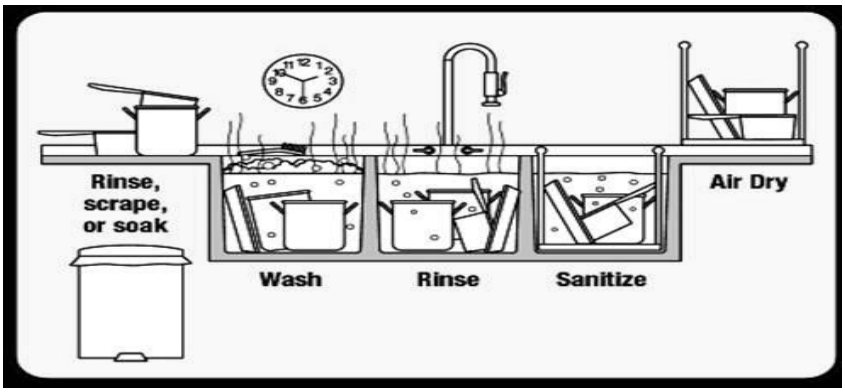
3. Scrub for 10-15 sec.; in between fingers, fingertips, and thumbs

4. Rinse hands

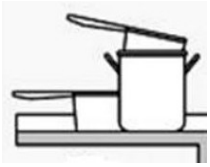
5. Paper towel dry

6. Turn off tap with towel

MANUAL WAREWASHING AND SANITIZING STEPS

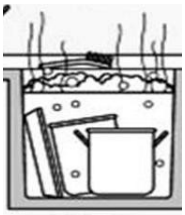


1. SCRAPE



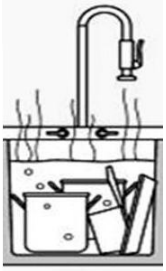
scrape food and debris from utensils.

2. WASH



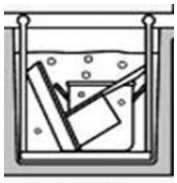
Wash with soap and water. The temperature of the washing solution shall be maintained ≤100°F or the temperature specified on the cleaning agent manufacture's label. Change water frequently to keep it clean.

3. RINSE



Rinse in clear hot water to remove detergent.

4. SANITIZE



Soak in a sanitizer solution, which is either:
- 100 ppm chlorine solution for at least 30 seconds.
- 25 ppm iodine for at least one minute.
- 200 ppm quaternary ammonium for at least one minute.
- Immersion for at least 30 seconds where the water temperature is maintained at 171°F or above.

5. AIR DRY

Allow utensils to air dry.

References:

[1] “Foodborne Illness,” Center of Disease Control and Prevention (CDC) http://www.cdc.gov/foodborneburden/estimates-overview.html

[2] “What are the causes of foodborne Illnesses” National Digestive Diseases Information <http://digestive.niddk.nih.gov/ddiseases/pubs/bacteria/

[3] “Safe Food Handling, Chill: Refrigerate Promptly!” Fight Bac, Partnership For Food Safety Education <http://www.fightbac.org/content/view/169/97/

[4] “Wash your Hands,” Center of Disease Control and Prevention (CDC) <http://www.cdc.gov/Features/HandWashing/