

Quarterly Facility Nutrition Program Compliance Review

Date: _____ Name of Provider _____

Site name and location: _____

Site hours of operation: _____

Type of meal service: Self Prep _____ Catered _____ Vendor _____

Food Protection Manager _____ Certification Exp. Date _____

Food Protection Manager on duty (Self prep only) Yes _____ No _____

A Hazard Analysis Critical Control Point Plan or comparable formal sanitation program is available and followed. (Self prep only) Yes _____ No _____

Food Service	Yes	No	N/A	Required Action
The menu is posted and dated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
The approved menu is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Documentation of menus served is available for one federal fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nutrient analysis documentation and the nutrition provider or AAA's Licensed Dietitian and/or Licensed Registered Dietitian verify that each meal meets or exceeds all target nutrient requirements and the Dietary Guidelines for Americans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Documentation, with an appropriate justification, is available indicating all menu substitutions have prior approval by the nutrition program's Licensed Dietitian and/or Licensed Registered Dietitian. (Vendor's Dietitian may not approve menu substitutions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Menu substitutions are minimal. Number of menu substitutions/month _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Menu substitutions are replaced with food from the same food group and are of equivalent nutritional value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Special diets and other modifications offered are appropriate and approved by the nutrition program Licensed Dietitian and/or Licensed Registered Dietitian.

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Today's Meal

Portion size

Temperature

Required Action

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Time food preparation completed: Self Prep _____ Catered _____

Time food delivered to meal site _____ (if applicable)

Time food service began _____

Personal Hygiene

Yes

No

N/A

Required Action

Employees and volunteers wear clean clothing and closed toe shoes.

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Effective hair restraints are properly worn.

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Fingernails are short, unpolished and clean (no artificial nails). Employees or volunteers with artificial nails must wear disposable gloves.

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Staff are free of jewelry such as rings and bracelets.

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Hands are washed properly, frequently and at appropriate times.

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Disposable gloves are changed at any time hands would be washed.

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Burns, wounds, sores, scabs or splints on hands are bandaged and completely covered with a foodservice glove while handling food.

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Eating, drinking, chewing gum, smoking or using tobacco are allowed in designated areas away

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from the food preparation, service and storage areas.

Employees and volunteers appear in good health.

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Food Preparation

**Yes No N/A Required
Action**

All food stored or prepared in facility is from approved sources.

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Standardized recipes are available and followed for all menu items.

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Food equipment utensils and food contact surfaces are properly washed, rinsed and sanitized before every use.

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Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state or thawed in cold running water.

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Thawed food is utilized, not refrozen.

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Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.

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Food is tasted using the proper procedure.

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Procedures are in place to prevent cross-contamination.

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Food is handled with suitable utensils, such as single-use gloves or tongs.

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Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils or floor.

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Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.

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Hot Holding

**Yes No N/A Required
Action**

Hot holding unit is clean.

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Food is heated to the required safe internal temperature

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before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.

Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Temperature of hot food being held is at 140° F or above. (140 - 165° F is recommended to retain food quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Refrigerators and Freezers

Thermometers are available and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Refrigerator temperatures are documented and are maintained at 36 – 41° F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Freezer temperatures are documented and are maintained at 0 ° F or below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Refrigerator and freezer units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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All food is properly wrapped, labeled and dated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Food Storage and Dry Storage	Yes	No	N/A	Required Action
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Temperatures of the dry storage area is between 50 and 70° F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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All food and paper supplies are stored six to eight inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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The FIFO (First in, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Canned goods are free from bulging, leaks or dents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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All food surface areas are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemicals are clearly labeled and stored away from food and food related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Material Safety Data Sheets (MSDS) are available for all chemicals used by the nutrition program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cleaning and Sanitizing

Yes No N/A Required Action

Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dish machine is working properly (ex. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water temperatures are correct for wash and rinse. Wash temperature – 150 - 160° F Final rinse temperature – 165° F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
If heat sanitizing, the utensils are allowed to remain immersed in 171° F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Small ware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Utensils and Equipment

Yes No N/A Required Action

All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Utensils and tableware are stored handles up and held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

by the handles, edges or bottom.

Small equipment and utensils are washed, sanitized and air dried.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Large Equipment	Yes	No	N/A	Required Action
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Food slicer is clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Food slicer is broken down, cleaned and sanitized before and after every use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Food Transport Equipment	Yes	No	N/A	Required Action
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Food transport equipment is in good condition and capable of maintaining hot food temperatures at 140° F or higher, cold food temperatures at 41° F or lower and frozen food at 0° F or lower.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Food transport equipment is clean and sanitized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Garbage Storage and Disposal	Yes	No	N/A	Required Action
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Kitchen garbage cans are clean and kept covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Pest Control	Yes	No	N/A	Required Action
Outside doors have screens, are well sealed and are equipped with a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Project is free of pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Facility Site Manager