

Kitchen Survey Readiness Guide



Department of
Health

Based on the CMS-20055 Kitchen/Food Service Observation critical pathway, this tool is designed to guide providers in preparing for the annual Ohio Department of Health survey of kitchen/food service equipment and operations.

Items Requested Within One Hour of Surveyor's Entrance

	Breakfast	Lunch	Dinner
Puree Time			
Temping / Plating Time			
Serving Time			
<ul style="list-style-type: none">Location of dining rooms.Menu cycles including therapeutic menus.Policy regarding use and storage of foods brought to residents by family and visitors.			

Items Requested Within One Hour of Surveyor's Entrance

<ul style="list-style-type: none">List of all residents and their diets.Dietary Spreadsheet for the current week with serving sizes.Copy of facility food license.Licensure verification for dietitian.	<ul style="list-style-type: none">Copy of food Protection Certification for dietary manager.Copy of SERV Safe Certification for all staff who have it.Copy of last two county health department surveys.
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Dietary Staff

	Yes	No
Facility has qualified dietary staff. (See requirements 483.660 (a) (1) (2))		
Facility has sufficient dietary support personnel. (See requirements 483.60 (a) (3) (b))		

Menu

	Yes	No
Menus are reviewed by a dietitian and meet the nutritional needs of the residents.		
Menus are updated periodically.		
Menus are prepared in advance and the facility is following the menu.		
Menus reflect the religious, cultural and ethnic needs of the resident population, as well as input received from residents and resident groups.		

General Environment

	Yes	No
Potentially hazardous foods (beef, chicken, pork, etc.) are being thawed correctly.		
Food surfaces are cleaned and sanitized after preparation of food.		
Cutting surfaces are sanitized between use.		
Wet wiping clothes are stored in an approved non-expired sanitizing solution, washed daily and the sanitizing solution is tested for the correct concentration.		



Staff Hygiene / Illness	Yes	No
There is a hand-washing station with soap and water that is separate from the food preparation sink.		
Staff are wearing appropriate hair restraints (e.g. hair net, beard restraint, hat, etc.).		
Staff do not present with signs of a contagious illness (coughing, sneezing, nausea, vomiting) or open wounds.		
Proper hand hygiene practice is observed by washing hands:		
• Prior to working with food.		
• Prior to donning (putting on) gloves.		
• After doffing (removing) gloves.		
• After touching clothing, hair, face, or a contaminated surface.		
• Prior to handling food/equipment.		
Staff show proper washing of hands and glove use when necessary, such as between handling raw meat and other foods to prevent cross-contamination.		

Refuse/Pest Control	Yes	No
There is no evidence of pests in the food storage, preparation or service areas.		
Trash cans are covered with lids.		
Dumpsters are covered with lids and are free of refuse on the ground.		

Refrigerators and Freezers Throughout Facility and Resident Rooms	Yes	No
Refrigerators/freezers (interior and exterior) are clean with no residue or ice buildup and are in safe, operating condition.		
The refrigerator thermometer reads at or below 41 degrees Fahrenheit (F).		
The refrigerator temperature log and the freezer temperature log show temperatures are monitored.		
• If the refrigerator and freezer temperatures were not monitored, were actions taken?		
The freezer temperature is low enough to keep frozen food solid.		
Food is stored away from soiled surfaces/rust.		
Cracked or unpasteurized eggs are not used in foods that are not fully cooked.		
Potentially hazardous foods such as uncooked meat, poultry, fish, and eggs are stored separately from other foods.		
Meat is thawed on the lower racks of the refrigerator.		
Raw meat is stored on the bottom shelf and there are no juices dripping on other foods.		
Food is covered, labeled, dated, and shelved to allow circulation.		
Food products are discarded on or before the expiration date.		
Opened containers of potentially hazardous foods or leftovers are dated or used within 7 days in the refrigerator or according to facility policy.		
There are no signs of freezer burn, dried out foods, or foods with a change in color.		
Food is stored at least six inches off the floor with no signs of splash and 18 inches from the ceiling.		
There is sufficient food supply for at least two days' supply of perishable food items.		



Dry Storage	Yes	No
Canned items are not dented or punctured, and the seal is not compromised.		
Open food is dated and closed tightly.		
Food products are discarded on or before the expiration date.		
Food is stored away from soiled surfaces/rust.		
Food is stored six inches off the floor with no signs of splashes and 18 inches from the ceiling.		
Clean utensils are used for accessing bulk foods and/or ice, and utensils are not left in the bulk food item.		
Lids of spice containers are clean and closed tightly.		
There are no signs of water damage from pipes and/or sewage lines.		
There is a sufficient food supply for at least one week of staple food items.		
Food is procured from approved or satisfactory sources.		

Kitchen Equipment	Yes	No
Fans in the food prep areas are clean.		
Overhead vents and range are clean (sticker for professional cleaning noted for cleaning every six months).		
Ovens (including microwaves) are clean and in safe operating condition.		
Equipment (food grinder, choppers, slicers, mixers, can openers, etc.) are cleaned, sanitized, and reassembled after each use.		
The exterior and interior of ice machines are clean, the ice scoop is not stored in stagnant water, and there is an air gap in the drain.		
Dinnerware and utensils are clean and in good condition without cracks or chips.		
Review of the cleaning schedule and log show all areas/equipment are assigned to be cleaned and were cleaned as assigned.		
There is a process for staff to report problems with equipment.		

Preparation of Modified Textures	Yes	No
Modified texture foods are not contaminated during preparation.		
Modified texture foods are the proper consistency and nutritive value.		
Modified textured foods are prepared according to the recipe.		
Food grinders are cleaned, sanitized, air dried, and reassembled after each use (including between pureeing food items).		

Food item	Temperature	Food item	Temperature	Food item	Temperature



Service Line	Yes	No
Food is prepared in a manner to conserves nutritive value, flavor, appearance, and texture.		
Final internal cooking temperatures meet the following requirements.		
• Poultry and stuffed food: 165 degrees F.		
• Ground meat and eggs held for service: 155 degrees F.		
• Fish and other meats: 145 degrees F for 15 seconds.		
• Fresh, frozen, canned fruits and vegetables: 135 degrees F.		
• Raw meat prepared in the microwave is rotated and stirred during the cooking process, reaches 165 degrees F and is allowed to stand covered for at least two minutes.		
• Reheated food is heated to 165 degrees F for at least 15 seconds.		
• Ready-to-eat food is heated to 135 degrees F.		
Hot foods are kept at or above 135 degrees F and cold foods are kept at or below 41 degrees F.		
All hot and cold food items are temperature checked prior to being served.		
The food temperature log shows hot and cold foods were temperature checked prior to being served.		
Staff are employing hygienic practices .		
Portion sizes are accurate according to the dietary spreadsheet.		
Food is covered when traveling a distance.		
A test tray placed on the last cart leaving the kitchen shows food remains warm/cold and palatable.		
Cooling of potentially hazardous food is between 135 degrees F to 70 degrees F within two hours; from 70 degrees F to 41 degrees F within four hours; from 135 degrees F to 41 degrees F did not exceed six hours.		
Nourishment and snacks held in residents' room are served within four hours.		

Dinnerware Sanitation and Storage	Yes	No
High Temperature Dishwasher reaches 150 to 165 degrees F for wash and 180 degrees F for rinse.		
Chemical Dishwasher reaches 120 degrees F for wash and the final rinse reaches 50 ppm hypochlorite (or manufacturer recommendations) on the dish surface.		
Appropriate equipment and supplies are available to evaluate the safe operation of the dishwasher.		
Review of the dishwasher temperature/chemical log, since the last survey, revealed the dishwasher was monitored for functionality at least once per shift.		
Three compartment sink:		
• Wash water maintained at 110 degrees F.		
• Rinse water maintained at 110 degrees F.		
° Immersed in unexpired sanitizing solution.		
• Chlorine: 50-100 ppm with 10 second contact time.		
• Iodine: 12.5 ppm with 30 second contact time		
• QAC space (Quaternary): 150-200 ppm with contact time per manufacturer's instructions.		
° Immersed in hot water (at least 171 degrees F) for 30 seconds.		
Clean and soiled work areas are separated in the dish area.		
Dishes, food preparation equipment, and utensils are air dried.		
Dishware is stored in a clean, dry location; not exposed to splashes, dust or other contaminants; and covered or inverted.		