

Auditor Name: _____ Location: _____ Date of Round: _____

* System - Kitchen and Food Safety Compliance Rounding

Directions for completion – Accreditation Leader, Environment of Care, Facilities, Food and Nutrition Services (FANS) and others as designated to complete the Kitchen and Food Safety Compliance Rounding audit is to be completed **quarterly** (March, June, September and December) to ensure compliance with required standards. As you are rounding, you may take pictures of your findings and enter them into the rounding tool for a thorough report. The Regional Performance Scorecard will be distributed on the first week of the month (April, July, October and January) and will be posted on Pulse Link.

Reason for audit: To ensure survey readiness in the kitchen and with food preparation

Fire Safety/Environment of Care	Compliant	Not Compliant	N/A
<p>1. Is there a placard near the K-type extinguisher stating to activate the suppression system before using the extinguisher?</p> <p>Notes / Findings:</p> <div data-bbox="116 772 1198 873" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Are the sprinkler heads clean?</p> <p>Notes / Findings:</p> <div data-bbox="116 1003 1198 1104" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Storage is 18" from the bottom of the sprinkler deflector</p> <p>Notes / Findings:</p> <div data-bbox="116 1234 1198 1335" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Pull stations are unobstructed (18"center side/ 36" front)</p> <p>Notes / Findings:</p> <div data-bbox="116 1465 1198 1566" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Fire extinguishers are unobstructed (18"center side/ 36" front)</p> <p>Notes / Findings:</p> <div data-bbox="116 1696 1198 1797" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Safety/Environment of Care	Compliant	Not Compliant	N/A
<p>6. Do the fire rated doors to the kitchen positively latch?</p> <p>Notes / Findings:</p> <div data-bbox="115 405 1198 506" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Does the staff have knowledge of fire response plan, pull stations, and use of fire extinguishers?</p> <p>Notes / Findings:</p> <div data-bbox="115 678 1198 779" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Are all areas free of daisy chained power strips (daisy chain is defined as a power strip, plugged into power strips)</p> <p>Notes / Findings:</p> <div data-bbox="115 957 1198 1058" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food Prep	Compliant	Not Compliant	N/A
<p>9. Are the refrigerator and freezer shelves and floors clean and free of spillage, and foods free of slime and mold?</p> <p>Notes / Findings:</p> <div data-bbox="115 1377 1198 1478" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Are refrigerated foods covered, dated, labeled, and shelved to allow air circulation? (Items can remain in cardboard boxes if they are corrugated and waxed)</p> <p>Notes / Findings:</p> <div data-bbox="115 1696 1198 1797" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food Prep	Compliant	Not Compliant	N/A
<p>11. Are foods stored correctly? (e.g. cooked foods over raw meat in refrigerator, raw meat should not be stored where juices are dripping on to other foods, egg and egg rich foods refrigerated)</p> <p>Notes / Findings:</p> <div data-bbox="116 491 1198 590" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Foods are not stored in direct contact with soiled surfaces or rust</p> <p>Notes / Findings:</p> <div data-bbox="116 722 1198 821" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. All food and supplies are within the expiration date</p> <p>Notes / Findings:</p> <div data-bbox="116 953 1198 1052" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Is the freezer temperature 0 °F or below and refrigerator 41 °F or below (allow 2-3 °F variance) (Do not check during meal preparation times)</p> <p>Notes / Findings:</p> <div data-bbox="116 1274 1198 1373" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Are hot foods maintained at 135 °F or above?</p> <p>Notes / Findings:</p> <div data-bbox="116 1505 1198 1604" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. Are cold foods maintained at 41 °F or below?</p> <p>Notes / Findings:</p> <div data-bbox="116 1736 1198 1835" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Infection Control	Compliant	Not Compliant	N/A
<p>17. Is there an eyewash station available for kitchen staff to use?</p> <p>Notes / Findings:</p> <div data-bbox="116 405 1198 506" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. Eye wash station(s) is dated and initialed weekly</p> <p>Notes / Findings:</p> <div data-bbox="116 636 1198 737" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The Safety Data Sheets (SDS) for the chemicals in use are readily available for staff</p> <p>Online HCNET and webservice</p> <p>Notes / Findings:</p> <div data-bbox="116 951 1198 1052" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. PPE is readily available for use by staff</p> <p>Notes / Findings:</p> <div data-bbox="116 1182 1198 1283" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Colleague hair is appropriately covered (including facial hair)</p> <p>Notes / Findings:</p> <div data-bbox="116 1413 1198 1514" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>22. Are there appropriate hand washing facilities with soap and water for dietary staff to use?</p> <p>Notes / Findings:</p> <div data-bbox="116 1686 1198 1787" style="border: 1px solid black; height: 48px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Infection Control	Compliant	Not Compliant	N/A
<p>23. Are cutting surfaces sanitized between uses?</p> <p>Notes / Findings:</p> <div data-bbox="116 405 1198 506" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>24. Are food preparation equipment, dishes, and utensils effectively sanitized to destroy potential food borne illness?</p> <p>Notes / Findings:</p> <div data-bbox="116 678 1198 779" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>25. DISHWASHING MACHINE: Is the dishwasher's hot water 140° F and rinse cycle 180° F or chemical sanitation per manufacturer's instructions followed?</p> <p>Notes / Findings:</p> <div data-bbox="116 999 1198 1100" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>26. DISHWASHER MACHINE: Is there a dishwasher machine maintenance and temperature check monitoring logbook with all entries completed?</p> <p>Notes / Findings:</p> <div data-bbox="116 1272 1198 1373" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>27. Is the dishwasher machine maintenance and temperature check monitoring logbook up to date and complete with no missing entries?</p> <p>Notes / Findings:</p> <div data-bbox="116 1551 1198 1652" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>28. Items are not stored on the floor</p> <p>Notes / Findings:</p> <div data-bbox="116 1782 1198 1883" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Infection Control	Compliant	Not Compliant	N/A
<p>29. Does the staff know when the last hood exhaust test was done?</p> <p>Notes / Findings:</p> <div data-bbox="116 405 1198 506" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>30. Does the staff know when the grease trap was last cleared?</p> <p>Notes / Findings:</p> <div data-bbox="116 636 1198 737" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>31. The hood is free from grease</p> <p>Notes / Findings:</p> <div data-bbox="116 867 1198 968" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>32. There are no stained ceiling tiles in the kitchen area</p> <p>Notes / Findings:</p> <div data-bbox="116 1098 1198 1199" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>33. Is there a cleaning schedule kept for the kitchen? (including responsibility, schedules for cleaning equipment and surfaces)</p> <p>Notes / Findings:</p> <div data-bbox="116 1371 1198 1472" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Prep	Compliant	Not Compliant	N/A
<p>34. Colleagues can speak to their role in the event of an emergency</p> <p>Notes / Findings:</p> <div data-bbox="116 1749 1198 1850" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QAPI	Compliant	Not Compliant	N/A
<p data-bbox="115 327 1162 407">35. Are staff able to articulate the performance improvement plan(s) in place for the kitchen?</p> <p data-bbox="115 422 272 447">Notes / Findings:</p> <div data-bbox="115 457 1198 556" style="border: 1px solid black; height: 47px; width: 667px;"></div>	<input data-bbox="1230 312 1313 392" type="checkbox"/>	<input data-bbox="1333 312 1416 392" type="checkbox"/>	<input data-bbox="1435 312 1518 392" type="checkbox"/>