

### Department of Food and Nutrition Visitation Criteria

### III. Sanitation and Safety

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School **SHENANDOAH ELEMENTARY** Regional Center

Location Number  Date:

Self Contained     Base     Satellite

**PERSONNEL**

- 1. All employees wear clean uniforms and shoes, adequate hair restraints and maintain a high degree of personal hygiene.  Yes     No     N/A
- 2. Fingernails must be short, unpolished and clean (no artificial nails).  Yes     No     N/A
- 3. Jewelry is limited to a plain ring, such as a wedding band, plain earrings, watch, no bracelets or necklaces.  Yes     No     N/A
- 4. Only authorized personnel are allowed behind the serving line and/or in production areas.  Yes     No     N/A

**FACILITIES**

- 5. Kitchen facility is free of crevices, holes, broken/missing screens or windows, uncovered drains, open ceiling areas, peeling paint, mold, or other apparent structural deficiencies.  Yes     No     N/A
- 6. All fans operate properly and are kept clean. Fly fans are turned on, and lights in storage and production areas are covered with clean protective shields.  Yes     No     N/A
- 7. Floors and walls are thoroughly clean, including all areas underneath and behind equipment. There is no buildup of dirt around the baseboards or windows.  Yes     No     N/A
- 8. Toilet facilities are clean and in good working condition. Liquid soap, paper towels, and waste receptacle are provided.  Yes     No     N/A
- 9. Handwashing signs at all employee sinks and restrooms are posted in visible locations.  Yes     No     N/A
- 10. Locker room is clean. Food is not stored in locker room and personal items are not stored in food preparation areas.  Yes     No     N/A
- 11. Door weather strips are properly installed and are in good condition.  Yes     No     N/A
- 12. All exterior kitchen doors are kept closed and locked.  Yes     No     N/A
- 13. All food service areas are properly organized to ensure safe food handling and general safety. All items are stored at a minimum of six inches from the floor and twelve inches from the ceiling.  Yes     No     N/A
- 14. The kitchen is free from insects, rodents, and other vermin.  Yes     No     N/A
- 15. Regularly scheduled pest extermination is performed and reports are kept on file at the school.  Yes     No     N/A
- 16. Chemicals are stored away from food storage area and are properly labeled.  Yes     No     N/A
- 17. Hot water is available at all sinks (3 compartment, hand washing, etc.). All sinks are unobstructed, operational, and clean. Hand washing sinks have soap and paper towels.  Yes     No     N/A
- 18. Sanitation solution test kit is available for final rinse sink.  Yes     No     N/A

PPM Test:

- 19. Loading zone and dumpster areas are clean, kitchen trash is placed in plastic bags tied closed before placing in dumpster, lids are kept closed and dumpster area is kept free of debris to prevent pest or rodent infestation.  Yes     No     N/A
  - 20. Current "Permit to Operate" and DOH Inspection Report are posted in visible location.  Yes     No     N/A
- Date of last DOH Report:
- 21. Deficiencies on the most recent DOH Food Service Inspection Report have been addressed by Food Service Manager to the appropriate personnel.  
(List pending items in appropriate "Required Corrective Action" section.)  Yes     No     N/A

22.

The most recent DOH Food Service Inspection Report is posted on the school's web site.

Yes  No  N/A

EQUIPMENT

- 23. Equipment, hoods and surrounding areas such as compartments, shelves, legs, are cleaned and sanitized to prevent the spread of bacteria and cross contamination.  Yes  No  N/A
- 24. Can opener, slicers and other countertop food preparation equipment are clean and free of debris.  Yes  No  N/A
- 25. Work surfaces, tables, shelves and drawers are clean and organized.  Yes  No  N/A
- 26. Refrigerated equipment (Walk-ins, Reach-in Refrigerators/Freezers, Ice Machine, Beverage Coolers) are clean and organized, free of debris and residue.  Yes  No  N/A
- 27. Refrigerated equipment is at proper temperatures (freezers below 0 degrees; refrigerators below 40 degrees), back up thermometers are placed in each unit and gaskets are in good condition.  Yes  No  N/A
- 28. If Refrigerator/Freezer is not meeting proper temperatures, unit has been emptied, cleaned and marked "Do Not Use".  Yes  No  N/A
- 29. Clothes dryer has venting system installed and the lint filter is clean.  Yes  No  N/A

RECORDS

- 30. Requests for equipment repairs or necessary kitchen maintenance have been initiated by Food Service Manager in a timely manner and documented.  Yes  No  N/A
- 31. Temperature readings are recorded twice daily for each refrigerator, freezer, milk box and dry goods storage areas.  Yes  No  N/A
- 32. Temperature readings are recorded daily for meal components during preparation, reheating, holding and on serving lines.  Yes  No  N/A
- 33. Food being transported is packaged to ensure protection from contamination and is kept at safe temperatures.  Yes  No  N/A
- 34. HACCP binder is readily accessible and employees have been trained on content. The completed training roster is kept on file. The Description of Program Review and Facility form is filed in binder.  Yes  No  N/A
- 35. HACCP weekly checklist is signed by Manager/Satellite Assistant, properly completed and filed in HACCP binder.  Yes  No  N/A
- 36. Cleaning schedules are developed, implemented and posted.  Yes  No  N/A

FOOD

- 37. Storeroom Issue Reports are easily accessible, completed thoroughly and accurately.  Yes  No  N/A
- 38. Inventory levels are kept at a minimum according to participation and only appropriate menu items are in stock.  Yes  No  N/A
- 39. All stock is dated: Month/Day/Year and rotated properly using the First in - First Out (FIFO) method.  Yes  No  N/A
- 40. Items in inventory are scheduled to be used in a timely manner. USDA items must be used within 6 months of date received.  Yes  No  N/A

This review reflects findings observed on this date.

Required Corrective Action (follow-up within 45 days).

a. Pending maintenance work order numbers and description.

Repair/replace steamer pc#1120547.

b. Additional repairs needed for equipment/facilities.

Repair hole in the floor in kitchen.

c. Tasks to be completed by food service staff.

N/A

Other comments and observations during this review.

Food Service Manager will call in work order to report hole in the floor and obtain w/o number. Food Service Manager will informed Ms. Lue when w/o is completed.

Follow-up not required

Written Response

Follow-up Visitation

10/12/2017 10:00

Principal or Designee

MICHELLE COTO  
Select...

Food Service Manager/Satellite Assistant

LAKESHA BROWN-THOMAS  
Select...

Food Service Administrator

GEORGIA LUE

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### VIII. Lunch Meal Review

#### Food Presentation, Menu Service and Quality Assurance

School **SHENANDOAH ELEMENTARY** Regional Center

Location Number  Date:

Self Contained     Base     Satellite

ADP: Lunch

#### Participation

1. School Enrollment  # of Lunch Served  Percentage Served Today

2. Briefly describe efforts to increase lunch participation:

#### Food Safety

1. Hot food Entrée #1  The temperature is >= 140°F.  Yes  No  N/A

2. Hot food Entrée #2  The temperature is >= 140°F.  Yes  No  N/A

3. Cold food Item #1  The temperature is <= 40°F.  Yes  No  N/A

4. Cold food Item #2  The temperature is <= 40°F.  Yes  No  N/A

#### Food Quality/Quantity

1. District menu is followed as observed today. Review of Production and Menu Records confirm daily adherence.  Yes  No  N/A

Items Offered:

2. District-wide standardized recipes are followed.  Yes  No  N/A

3. Water (free of charge) is accessible during meal service (water fountain, pitcher, dispenser).  Yes  No  N/A

4. Serving lines are set up in a visually appealing manner to attract meal participation and encourage healthy eating options. They are maintained clean and free of clutter during meals service.  Yes  No  N/A

5. Assortment of fresh/canned fruit and 100% fruit juice is offered throughout the serving period according to the district menu.  Yes  No  N/A

6. Adequate quantities of food are available during all lunch serving periods and served in accordance with Federal Guidelines.  Yes  No  N/A

7. A vegetarian choice is available throughout lunch.  Yes  No  N/A

8. Food is freshly prepared, batch cooked and attractively displayed.  Yes  No  N/A

9. Correct portion sizes are offered.  Yes  No  N/A

10. Fresh salads/salad bar and/or fresh/cooked vegetables are offered throughout the serving period according to the district menu.  Yes  No  N/A

11. Vegetable subgroup listed on line nine (9) of the district menu is offered throughout the serving period.  Yes  No  N/A

12. Employees can identify a reimbursable meal in compliance with current Federal guidelines.

Yes

No

N/A

This review reflects findings observed on this date.

Comments:

Food items were attractively displayed on serving lines.

Required Corrective Action (followup within 45 days)

N/A

Follow-up not required

Written Response

Follow-up Visitation

5

Principal or Designee

MICHELLE COTO  
Select...

Food Service Manager/Satellite Assistant

LAKESHA BROWN-THOMAS  
Select...

Food Service Administrator

GEORGIA LUE

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