

WRHA NUTRITION & FOOD SERVICES SANITATION AUDIT

Quality Indicator: Food Safety & Sanitation
 Monitoring Tool: Sanitation Audit
 Standard: 90%

Facility Name : _____

For the Month of: _____

Submitted by: _____

Date of Submission: _____

Monthly Sanitation Audit summary:

Page #	# "Yes"	# "Yes" & "No"
1		
2		
3		
4		
5		
Total		

Total number of areas checked as "Yes" _____ x 100 = Monthly Sanitation Audit
 Total number of areas checked as "Yes" and "No"

_____ x 100 = _____ %

Standard Met Yes No (if no, document action plan below)

Action Plan	Target Date	Responsibility

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Inspection Date: _____ Facility Name: _____

Inspected by: _____

AREA	Yes	No	COMMENTS	ACTION PLAN
I. Walk In Coolers				
a) Temperature is maintained at <4°C (40°F)				
b) There are properly functioning thermometers in each cooler				
c) Foods are stored 15 cm off of the floor				
d) Foods are placed so that air circulates freely				
e) Prepared foods are covered and dated				
f) Shelves are clean and free from rust				
g) Interior and exterior is clean & free from offensive odors				
h) Compressors are clean				
II. Freezers				
a) Temperatures are maintained at < -18°C (0°F)				
b) There are properly functioning thermometers in each freezer				
c) Foods are stored 15cm off the floor				
d) Foods are placed so that air circulates freely				
e) Prepared foods are covered & dated				
f) Shelves are clean and free from rust				
g) Interior and exterior is clean & free from offensive odors				
h) Fans & condensers are clean & free of ice				

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AREA	Yes	No	COMMENTS	ACTION PLAN
III. Rethermalization Area				
a) Belt-line is clean & free from dust				
b) Microwaves are clean & operable				
c) Toasters are clean & operable				
d) Counter tops, shelves and drawers are clean and organized				
e) Utility carts are clean				
f) Rethermalization units are clean inside and out				
g) Rethermalization transfer dollies are clean - sprayed with vinegar/water solution				
h) Thermometer & probes are clean & operable				
i) Smallwares are clean and free of chips and cracks				
j) Smallwares are properly air dried and stored				
k) Counters, carts, sinks, racks, drawers and shelves are neat clean and organized				
l) Lighting fixtures are in good repair: bulbs and fixtures are free from grease and dust; light covers are in place				
m) Floors, baseboards, walls, doors, and ceilings are clean and in good repair				
IV. Patient Foods				
a) Serving utensils are used for serving foods				
b) Disposable gloves are available for appropriate use				
V. Dry Storage				
a) All foods are stored in rodent and insect proof containers with tight fitting covers or sealed packages. Containers are cleaned before refilling.				

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AREA	Yes	No	COMMENTS	ACTION PLAN
V. Dry Storage Continued				
c) Floor racks or platforms are removable and at least 15 cm from floor				
d) Harmful chemicals or substances are stored, placed or used away from food				
e) The surrounding area is clean, free from debris, loose garbage, stagnant water, etc				
f) Lighting fixtures are in good repair: bulbs and fixtures are free from grease and dust; light covers are in place.				
g) Floors, baseboards, walls, doors, and ceilings are clean and in good repair				
VII. Servery/kitchenettes/ Resident Dining Rooms (LTC)				
a) Tables & chairs are clean and in good repair				
b) Salt & pepper shakers and condiments clean				
c) Coffee maker, kettle, toaster, and microwave are clean and in good repair				
d) Cutting board, knives, and spreaders are clean and in good condition				
e) Servery fridge/freezer are clean and in good repair				
f) Counters, sinks, racks, carts, drawers and shelves are clean				
g) There are properly functioning thermometers in each refrigerator				
h) Thermometer & probes are clean & operable				
i) Smallwares are clean and free of chips and cracks				
j) Smallwares are properly air dried and stored				

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AREA	Yes	No	COMMENTS	ACTION PLAN
VII. Servery/kitchenettes/ Resident Dining Rooms (LTC) Continued				
k) Lighting fixtures are in good repair: bulbs and fixtures are free from grease and dust; light covers are in place				
l) Floors, baseboards, walls, doors, and ceilings are clean and in good repair				
IX. Personal Hygiene and Health				
a) Fingernails are clean and short without nail polish				
b) Hair is covered with hairnets				
c) Clean uniforms are worn & conform to Department policy				
d) Food handlers are free from open sores that may come in contact with food				
e) Food handlers avoid handling glasses, dishes, and cutlery on the food contact surfaces				
f) Uniforms and jewelry worn conform to policy				
g) Handwash sinks are available & clean. Paper towels and soap are available				
X. Waste Disposal				
a) Non-absorbent garbage containers are clean and in good repair -Garbage is emptied & cleaned daily or as per housekeeping routines -Garbage is appropriately stored in plastic or metal containers prior to removal				
b) Broken dishes and glasses are disposed of in a separate labeled container				

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AREA	Yes	No	COMMENTS	ACTION PLAN
XI. Warewashing Area				
a) Interior and exterior of machine is clean				
b) Dishmachine Temperature Log is completed as per procedure. Dishmachine temperatures meet standards (Wash 66°C/150°F, Rinse 71°C/160°F, Final Rinse 82°C/180°F)				
c) Chemicals are properly stored and labeled				
d) Sinks, racks, shelves, garbage disposal unit and carts are clean and in good repair				
e) Counters & stripping area are clean and maintained				
f) Floors, baseboards, walls, doors, and ceilings are clean and in good repair				
g) Smallwares are properly air dried and stored				
h) Brooms, mops, brushes, pails, soaps and detergents are available and properly used				

Additional Comments and/or Recommendations:
