

# SOCIAL CARE FACILITY INSPECTION CHECKLIST

## FOOD

- \*01 Source, good condition, no spoilage
- 02 Original container, properly labelled

## FOOD PROTECTION

- \*03 Potentially hazardous food meets temperature requirements during storage, preparation, display, service, transportation
- \*04 Facilities to maintain product temperature
- 05 Thermometers provided and conspicuous
- \*06 Potentially hazardous food properly thawed
- \*07 Unwrapped and potentially hazardous food not re-served
- \*08 Food protection during storage, preparation, display, service, transportation
- 09 Handling of food minimized
- 10 In use, food dispensing utensils properly stored

## FOOD EQUIPMENT & UTENSILS

- 11 Food contact surfaces: designed, constructed, maintained, installed, located
- 12 Non-food contact surfaces: designed, constructed, maintained, installed, located
- 13 Dishwashing facilities: designed, constructed, maintained, installed, located, operated
- 14 Accurate thermometers, chemical test kits provided
- 15 Preflushed, scraped, soaked
- 16 Wash & rinse water: clean, proper temperature
- \*17 Sanitization rinse: clean, temperature, concentration, exposure time, equipment, utensils required
- 18 Wiping cloths, clean, proper temperature
- 19 Food contact surfaces of equipment and utensils clean
- 20 Non-food contact surfaces of equipment and utensils clean
- 21 Storage, handling of clean equipment/utensils
- 22 Single service articles storage, dispensing
- 23 No re-use of single service articles

## PERSONNEL

- \*24 Personnel with infections restricted
- \*25 Hands washed & cleaned, good hygienic practices
- 26 Clean clothes, hair control

## WATER

- \*27 Safe adequate source, hot & cold, adequate pressure

## SEWAGE

- \*28 Safe & appropriate sewage and waste water disposal

## PLUMBING

- 29 Installed, maintained
- \*30 Cross-connection, back siphonage, backflow

## TOILET & HANDWASHING FACILITIES

- \*31 Number, location, accessible, designed, installed, approved soap and towels/dryers provided

- 32 Toilet rooms enclosed, self-closing doors, fixtures, good repair, proper waste receptacles, clean

## GARBAGE & REFUSE DISPOSAL

- 33 Containers or receptacles: covered, adequate number, insect/rodent proof, frequency, clean
- 34 Outside storage area enclosures properly constructed, clean

## INSECTS, RODENTS, & ANIMAL CONTROL

- \*35 Free of vermin, birds, turtles, and other animals, outer openings protected

## FLOORS, WALLS, CEILINGS, & EQUIPMENT

- 36 Floors: constructed, drained, good repair, surface, covering installation, clean
- 37 Walls, ceilings, equipment: constructed, good repair, surface, clean

## LIGHTING

- 38 Lighting provided as required, fixtures shielded

## HEATING & VENTILATION

- 39 Rooms and equipment: heated and vented as required

## DRESSINGS ROOMS

- 40 Rooms, area, lockers provided, located, used

## SAFETY

- \*41 Toxic items properly stored, labelled, used, no poisonous plants
- \*42 First Aid Kit provided and properly equipped
- \*43 Other hazards (including electrical outlets, play equipment, toys, etc.)
- \*44 Hot water temperature at client faucets
- \*45 Outdoor area

## DIAPERING

- \*46 Practices, facilities
- 47 Checklist posted

## OTHER

- 48 Premises free of litter & unnecessary articles, cleaning equipment & personal items properly stored
- 49 No smoking areas provided
- 50 Permit restrictions, display
- 51 Food areas completely separate from living/sleeping quarters, laundry
- 52 Proper laundering, clean and soiled linen properly stored, mattresses protected/stored
- 53 Staff attended training course
- \*54 Precautions for enteric and other infections

\* CRITICAL ITEMS REQUIRING IMMEDIATE ATTENTION

# SOCIAL CARE FACILITY INSPECTION GUIDE

## FOOD

- \*01 Food must be from an approved source and in good condition, free from spoilage, and within best before date. All meats must be Government approved.
- 02 Food must be in proper containers & properly labelled.

## FOOD PROTECTION

- \*03 Potentially hazardous foods (meats, eggs, fish, poultry, dairy products) must be stored, handled and displayed, etc. properly: cold below 4°C, hot above 60°C.
- \*04 Equipment must be capable of maintaining products at proper temperatures as indicated in #03.
- 05 Equipment must have accurate thermometers that are easily read.
- \*06 Thawing of hazardous food must be done according to good health practices. Defrost in a refrigerator, in cold water, but never at room temperature.
- \*07 Unwrapped hazardous food must not be re-served.
- \*08 Food protection during storage, preparation, display, service, and transportation must be such that no contamination or cross-contamination can occur. Use separate cutting boards for raw ready-to-eat foods.
- 09 Handling of unwrapped prepared food and ice should be minimal. Dispensing utensils should be used, where possible, in handling food and ice.
- 10 In use utensils must be properly stored to prevent contamination.

## FOOD EQUIPMENT & UTENSILS

- 11 All food equipment must be well designed, properly constructed, maintained in good repair and kept clean.
- 12 Non-food contact surfaces must be constructed, and maintained as to be easily cleaned.
- 13 Dishwashing facilities must be properly installed and maintained.
- 14 Mechanical dishwashers must have accurate thermometers for each cycle. Test kits must be available for manual & mechanical dishwashing.
- 15 Pre-flushing, scraping and soaking of dishes and utensils is very important to good washing.
- 16 Proper water temperature for wash and rinse must be maintained at all times.
- \*17 Proper washing, rinsing and sanitizing must be carried out. Mechanical washing: Wash temperature 45°C; Rinse temperature 82°C. Manual washing: three compartment sink - wash, rinse, sanitize.
- 18 Wiping cloths should be rinsed in disinfecting solution and used for specific purposes only (eg. table wiping cloth should not be used for floor wiping, etc.)
- 19 Food contact surfaces of equipment and utensils must be kept clean at all times and in good repair.
- 20 Non-food contact surfaces of equipment and utensils must be kept clean at all times and in good repair.
- 21 Proper storage and handling of clean equipment and utensils must be practiced.
- 22 Single-service articles must be properly stored and dispensed in an approved manner.
- 23 Single-service articles cannot be reused.

## PERSONNEL

- \*24 Foodhandling staff with symptomatic infections should not work.
- \*25 Good personal hygiene must be practiced at all times. Proper handwashing is vital.
- 26 Hair control and clean clothes are very important.

## WATER, SEWAGE, & PLUMBING

- \*27 Water to all fixtures must be safe for human consumption and provided with hot and cold water under pressure.
- \*28 Proper disposal of sewage and waste water must be practiced. Approved plumbing requirements, etc.
- 29 Approved plumbing must be installed and properly maintained to prevent food contamination.
- \*30 Cross-connections, back siphonage, and backflow are serious

hazards and must be prevented.

## TOILET & HANDWASHING FACILITIES

- \*31 Proper and approved plumbing facilities must be installed for staff and public. Hand basins are required in all preparation areas.
- 32 Washrooms must be kept clean and in good repair at all times. Approved hand-drying, soap and waste receptacles shall be provided.

## GARBAGE & REFUSE DISPOSAL

- 33 Approved garbage facilities must be provided and kept covered and clean.
- 34 Outside garbage storage must be of approved design, properly closed and kept clean.

## INSECT, RODENT, ANIMAL CONTROL

- \*35 The presence of insects, rodents, birds, turtles, and other animals is not permitted.

## FLOORS, WALLS & CEILINGS

- 36 Floors must be constructed of a clean and washable material and must be kept clean and in good repair. Dustless cleaning methods must be practiced.
- 37 Walls, ceilings, and equipment must be constructed with approved material and must be kept clean and in good repair.

## LIGHTING

- 38 Approved lighting must be provided in all areas. Fixtures must be shielded.

## HEATING & VENTILATION

- 39 Approved heating and ventilation must be installed in all areas.

## DRESSING ROOMS

- 40 Staff lockers and change-rooms must be properly located and kept clean.

## SAFETY

- \*41 Toxic items (including cleaning compounds) must be properly labelled and stored away from food items. Poisonous plants are not allowed.
- \*42 First Aid Kits must be as per regulation.
- \*43 Hazards must be removed immediately.
- \*44 Hot water temperature at faucets used by children, seniors, and disabled must be no greater than 54°C.
- \*45 Outdoor areas must be constructed and maintained to minimize chance of injury.

## DIAPERING

- \*46 Diapering must follow approved procedures as listed in the "Diapering Checklist". Facilities must be suitable to allow proper diapering procedures.
- 47 A "Diapering Checklist" must be posted at every diaper changing location.

## OTHER

- 48 Premises must be free from litter, refuse, and unnecessary articles. Cleaning and maintenance equipment must be properly stored.
- 49 Smoking is not permitted in kitchen or children's areas.
- 50 Food Permit must be displayed. Operation must follow restrictions on Permit.
- 51 Food areas must be completely separate from living/sleeping quarters and laundry.
- 52 Linen must be properly laundered and stored separately from soiled linen. Mattresses and bedding must be protected while in use and in storage.
- 53 Food Handler Training Courses are recommended.
- \*54 Precautions in place: proper disinfection, etc.

