

MN Food Code & CMS – Survey Tool

Survey Areas

- a Initial Tour
- e Equipment
- f Food
- k Kitchen
- p Personal Hygiene
- s Serving

Completed by: _____

Date of Completion: _____

	Guidelines based on MN Food Code and/or CMS Pathways	Yes	No	Notes
a	Certified Food Protection Manager (CFPM) certificate is posted.			
a	Person in charge is designated. Name of person during mock survey:			
a	Potentially hazardous foods, such as beef, chicken, pork, etc., have not been left to thaw at room temperature.			
a	Food items in coolers and labeled and dated.			
a	Potentially hazardous foods (uncooked meat, poultry, fish, and eggs) are stored separately from other foods.			
a	Hand washing sinks with soap and water are separate from those used for food preparation.			
a	Hand washing sinks have a posted sign.			
a	Staff are practicing appropriate hand hygiene such as between handling raw meat and other foods, to prevent cross-contamination.			
a	Staff are employing hygienic practices (e.g., not touching hair or face without hand washing) and then handling food.			
a	Cracked or unpasteurized eggs are not used in foods that are not fully cooked.			
a	Food is prepared, cooked, or stored under appropriate temperatures and with safe food handling techniques. (Space provided below for test temperatures.)			
e	Coolers, freezers, and ice machines are clean and in safe operating condition.			
e	If there is a problem with equipment, how staff informs maintenance and follows up to see if the problem is corrected.			
e	Kitchen and serving equipment (coolers, freezers, ovens, ice machines, slicers, steam wells etc.) are ANSI certified.			
e	Warewashing equipment and dish washers meet standards for licensure.			

e	Food contact surfaces are non-absorbent, smooth, and easily cleanable.			
e	Non-food contact surfaces that require frequent cleaning are non-absorbent, smooth, and easily cleanable.			
e	Equipment is placed to allow for cleaning on sides and behind.			
e	Edges along counters and equipment are clean and sealed with a food grade sealant.			
f	Raw meat is stored so that juices are not dripping onto other foods.			
f	Food products are discarded on or before the expiration date.			
f	Staff are following the facility's policy for food storage, including leftovers.			
f	Hot foods are held at 135°F or higher on the steam table. Cold foods are held at 41°F or lower.			
f	Food surfaces are thoroughly cleaned and sanitized after preparation of fish, meat, or poultry.			
f	Cutting boards and counters are cleaned and sanitized between uses.			
f	If staff is preparing resident requests for soft cooked and undercooked eggs (i.e., sunny side up, soft scrambled, soft boiled), determine if a pasteurized egg product was used.			
f	When cooking foods in the microwave, they should be rotated and stirred during the cooking process so that all parts of the food are heated to the minimum required temperature. Foods should be allowed to stand covered for at least 2 minutes after cooking to obtain temperature equilibrium.			
f	Food is covered during transportation and distribution to residents.			
f	Food is cooked in a manner to conserve nutritive value, flavor, appearance, and texture.			
f	Snacks that are held at room temperature are served within 4 hours of delivery. Potentially hazardous foods (e.g., milk, dairy products, eggs) must be held at appropriate temperatures.			
f	Opened containers of potentially hazardous foods or leftovers are dated and used within 7 days.			
f	Proper cooling procedures were observed, such as cooling foods in shallow containers, and not deep or sealed containers, facilitating foods to cool quickly as required.			
f	Potentially hazardous foods are cooled from 135°F to 70°F within 2 hours; from 70°F to 41°F within 4 hours; the total time for cooling from 135°F to 41°F should not exceed six hours.			
f	Ensure staff do not touch ready to eat food with bare hands.			
f	Observe glove use. Gloves are single use only.			
f	Food procured from vendors meets federal, state, or local approval.			
f	Observe the time food is put on the steam table and when meal service starts.			

f	Observe how staff routinely monitors food temperatures on the steam table (review temperature logs).			
f	Ensure staff do not compromise food safety when preparing modified texture foods.			
f	Does the facility have written policies (e.g., eggs) that honor resident preferences safely?			
f	What is the policy for food brought in by families?			
f	Ensure staff are following the menus.			
f	Menus meet the nutritional needs of the residents.			
f	Observe thermometer calibration. Verify thermometers are calibrated on a regular schedule.			
f	Ensure food has reached final internal cooking temperature for 15 seconds. Test foods below.			
f	Poultry (165°):			
f	Ground meat (155°):			
f	Fish (145°):			
f	Fresh, frozen, or canned fruits and vegetables are cooked to a hot holding temperature of 135°F.			
f	Ensure food is held at proper temperatures: Test foods below.			
f	Hot holding (135° or above):			
f	Hot holding (135° or above):			
f	Hot holding (135° or above):			
f	Cold holding (41° or below):			
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f	Cold holding (41° or below):			
f	Foods are rapidly reheated to the proper temperature on ovens or steamers.			
f	Foods are not reheated in steam wells or soup kettles.			
f	Food that is cooked and cooled on site is reheated so that all parts of the food reach an internal temperature of 165°F for at least 15 seconds before holding for hot service.			
f	Food taken from a sealed package and purchased from an approved food processing plant is heated to at least 135°F for 15 seconds before holding for hot service.			
k	Coolers and freezers have visible internal thermometers.			
k	Cooler temperatures maintain food at or below 41 degrees Fahrenheit (°F).			

k	Freezer temperatures maintained at a level to keep frozen food solid.			
k	Frozen foods are thawing at the correct temperature.			
k	Foods in the cooler/freezer are covered, dated, and shelved to allow circulation.			
k	Coolers and freezers maintain a tight seal. Gaskets are free of cracks and mold.			
k	Foods are stored away from soiled surfaces or rust.			
k	Canned goods have an uncompromised seal (e.g., punctures).			
k	Toxic items and chemicals are kept away from food and food preparation areas.			
k	Staff are only using clean utensils when accessing bulk foods and/or ice.			
k	Containers of food are stored off the floor, on surfaces that are clean or protected from contamination (e.g., 6 inches above the floor, protected from splash).			
k	There are no signs of water damage from sewage lines and/or pipelines.			
k	There are no signs of negative outcome (e.g., freezer burn, foods dried out or have a change in color).			
k	Equipment (e.g., blenders, choppers, slicers, and mixers) are cleaned, sanitized, allowed to dry, and reassembled after each use.			
k	Dishes, food preparation equipment, and utensils are air dried.			
k	Dishware is completely dry before nesting. (Separate bowls and sheet pans to ensure no moisture.)			
k	Wet wiping cloths are stored in an approved sanitizing solution and laundered daily.			
k	Clean and dirty work areas are separated.			
k	Dishware is stored in a clean, dry location and not exposed to splash, dust, or other contamination, and covered or inverted.			
k	Fans in food prep areas, coolers, freezers, and dish rooms are clean.			
k	Utensils/equipment are cleaned and maintained to prevent foodborne illness.			
k	Food trays, dinnerware, and utensils are clean and in good condition (e.g., not cracked or chipped).			
k	The facility has, and follows, a cleaning schedule for the kitchen and food service equipment.			
k	Is there evidence of pests in the food storage, preparation, or service areas?			
k	Is there documentation of pest control services that have been provided?			
k	Is garbage and refuse disposed of properly?			
p	Hands are washed before putting on gloves.			

p	Nails are clean and trim with no nail polish.			
p	There are no open sores or cuts. Bandages are covered.			
p	Ask staff what the facility practice is for dealing with employees who come to work with symptoms of contagious illness (e.g., coughing, sneezing, nausea, fever, vomiting) or open wounds.			
s	Snack refrigerators on units are maintained to prevent the potential for foodborne illness.			
s	Unit refrigerators maintain proper temperatures and food items are labeled and dated.			
s	Serving areas are cleaned and maintained.			
s	Steam wells are drained and cleaned daily. Water is not left in steam wells overnight.			
s	Staff wash hands before serving food to residents and after collecting soiled plates.			
s	Plates are handled on the outer edge. Utensils are handled by the handle.			
s	Cups and glasses are handled on the outside and not by the rim.			
s	Clothing does not come in contact with eating surfaces.			
	Enter tags or discussion points from previous surveys.			