

**NEVADA AGING AND DISABILITY SERVICES DIVISION
NUTRITION SERVICE SPECIFICATIONS
FOOD SAFETY CHECKLIST**

TITLE III-C GRANTEES

Per the Nutrition Service Specifications, the following checklist must be utilized by each ADSD-funded meal site on at least a quarterly basis. Documentation of compliance will be reviewed by your Resource Development Specialist and must include, at a minimum, the completed Quarterly Self-Assessment / Food Safety Checklist Cover Sheet (<http://adsd.nv.gov/Programs/Grant/Nutrition/Resources>).

Always follow the most current local health ordinances. This is not an all-inclusive list. If items on this checklist contradict any regulation of your local authority, contact your Resource Development Specialist immediately. The checklist is current as of the date in the footer. Any updates to food regulations after the date listed may not be represented. ADSD will make every attempt to update the checklist in a timely manner.

Local Health Authorities:

- **Carson City:** Carson City Health and Human Services, <http://gethealthycarsoncity.org/environmental-health/food-inspection/>
- **Clark County:** Southern Nevada Health District, <http://www.southernnevadahealthdistrict.org/eh/index.php>
- **Washoe County:** Washoe County Health District, <http://www.washoecounty.us/health/ehs/index.php>
- **All Other Areas:** Nevada Division of Public and Behavioral Health (Formerly the State Health Division), http://health.nv.gov/BFHS_EHS.htm

Health regulations should be reviewed on a regular basis. Additionally, program administration, including the head cook, should review food safety training materials, such as a current ServSafe book, to remain vigilant in keeping food safe for consumption by the vulnerable population served. Ensure all staff and volunteers are properly trained in food safety.

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A. Kitchen and Dining Facilities			
1. All nutrition sites that prepare meals must have a valid Food Service Establishment Permit.			
2. The program scored 90 or above or rated an A on the Food Service Establishment Report. The report is on file, has been sent to the Division, and items noted have been corrected.			
3. Dietary Reference Intake (DRI)-compliant meals/menus, developed by the Division's Registered Dietitian (RD) or the program's own RD, must be served at least twice per week.			
4. Meals must meet the Division's established meal pattern to be eligible for reimbursement.			
5. The monthly menu is posted in the dining room of each meal site.			
6. If the site allows leftovers to be removed from the site: <ul style="list-style-type: none"> - A sign is clearly posted at each congregate meal site instructing participants that the safety of food after it has been served and/or when it has been removed from the meal site is the responsibility of the consumer. - ADSD-approved information on safe food handling practices is readily available for clients to take as needed and clients are informed of the information during registration. 			
7. A sign is clearly posted at each congregate meal site stating that smoking is prohibited.			
8. Employee hand washing facilities (preferably located in the kitchen) include liquid soap and single use, disposable towels and are limited to hand washing only.			
9. Five-step hand washing procedure is posted near each employee hand washing sink in appropriate languages.			
10. A sufficient number of non-porous and hardwood cutting boards are in satisfactory condition.			
11. Sneeze guards are used where necessary.			
12. Eating and drinking tableware do not have chips and/or cracks are not stacked inside one another and are stored inverted on clean bar mats or are covered to prevent contamination.			
13. The kitchen is equipped with a first aid kit that is clean, stocked with unexpired items and properly stored away from food.			
14. Restrooms are clean, lighted, ventilated and handicapped-accessible. They must have hot and cold potable running water and self-closing entrance/exit doors.			
15. Restrooms must provide hand wash sinks, pump hand wash soap, single use disposable towels or forced air blowers for hand drying, and covered waste receptacles present in women's restroom for sanitary product disposal.			
16. All lights have clean, protective safety covers. Ceiling, air vents and fans are clean and free of particles that could contaminate food.			

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17. Floors are clean and free from broken tile and defective floorboards. Floors have a non-skid, nonabsorbent surface and have covered floor/wall junctures.			
18. The area has a hood fire suppressant unit and fire extinguishers that have had a satisfactory annual inspection.			
B. Dry Storage			
1. All foods are properly dated and labeled with a "use-by" date (month/year).			
2. Food is stored to ensure first in/first out (FIFO) use.			
3. Foods are not stored beyond the maximum recommended storage time. Recommended maximum storage periods for dry goods are available at http://adsd.nv.gov/Programs/Grant/Nutrition/Resources .			
4. Bulk food items are not stored in original containers and are properly labeled and dated with a "use-by" date (month/year).			
5. Food storage containers are clean and either National Sanitation Foundation (NSF) approved or food grade with tightly closing covers.			
6. Open food packages are closed tightly after use to avoid contamination and include the date the package was first opened.			
7. Produce not requiring refrigeration is stored in ventilated bins or in crates on elevated platforms.			
8. Heavy items are stored on lower shelves and lighter items on higher shelves.			
9. Storage racks are in good condition (free from rust, broken or bent shelves, and set on solid legs).			
10. Shelves are clean.			
11. Floors in the storeroom are clean and in good condition.			
12. Storeroom is adequately ventilated and maintained at 50° - 70°F. Temperature logs are maintained.			
C. Non-Food Storage			
1. No insecticide, cleaning products or other poisonous substances are stored in any food preparation room or in any area where food products are stored or served.			
2. Toxic items are properly stored, labeled and used. Material Safety Data Sheets are available. Information for some substances can be found on the CAPP website at http://ndep.nv.gov/bapc/capp/caprsi.html .			
3. Maintenance equipment is properly stored away from food and food prep areas, especially mops and brooms. Mops should be hung up by the loop to dry.			
D. Garbage/Trash Storage and Disposal Areas			
1. Garbage containers are cleaned and sanitized as needed.			

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2. The trash area is clean, orderly and free of excessive odor.			
3. Floor, platform or ground surface is free of spilled food, grease or liquid.			
E. Personnel			
1. All kitchen staff must hold a valid health certificate/card if required by local health ordinances.			
2. Director, site manager (as applicable) and head cook have completed ServSafe (or an ADSD-approved equivalent) training.			
3. All volunteers and paid nutrition staff have completed a minimum of four hours of food safety training by successfully completing the online ADSD Food Safety Tutorial and Exam or other ADSD-approved training.			
4. Appropriate, clean clothing and closed-toe, sturdy shoes are worn in the kitchen.			
5. Clean hats or hair restraint nets are used.			
6. Smoking is not allowed in the kitchen. No smoking signs are clearly posted.			
7. Staff must not eat, chew gum or tobacco, or use toothpicks in the food preparation area.			
8. No foodservice employee is allowed to work who is ill with a cold, flu, diarrhea, or other disease that may be transmitted to others directly or through food. Report all incidences of suspected foodborne illness to the local health authority and the Aging and Disability Services Division within one (1) working day.			
F. Food Preparation and Service			
1. The food preparation area is clean, dry, odor-free, and free from empty containers, debris and broken and unused equipment. Food and liquid spills are immediately cleaned up.			
2. All equipment is clean and in good repair, including coffee/tea machines, microwaves and ice machines. Properly clean internal components, per manufacturer instructions, on a regular basis.			
3. Silverware is stored and presented in a manner that prevents contamination and promotes air drying. Utensils are picked up by the handles.			
4. Frozen foods are thawed under refrigeration or under cold, running water, or are cooked directly from the frozen state.			
5. Potentially hazardous foods are prepared separately from all other food to avoid cross-contamination.			
6. Cold foods are held at 40° F or lower. Warm foods are held at 140° F or higher. Temperature logs are maintained.			
7. Produce is thoroughly washed prior to preparation and serving.			

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8. The maximum time perishable foods (raw or cooked) can be left in the temperature danger zone (40° F to 140° F) is four hours and includes receiving, preparation, holding, transporting and serving time.			
9. Preparation utensils, equipment, and all food contact surfaces are cleaned and sanitized after each different use (especially slicers, choppers, mixers, knives, work boards and cutting boards).			
10. Wiping cloths are clean, held in proper concentration of sanitizer, and use is restricted.			
11. Testing strips are used to test the strength of the sanitizer. (50-99 ppm for chlorine bleach, in temperature specified by the manufacturer – follow manufacturer’s guidelines)			
12. Clean and sanitized cloths are used for wiping dining tables and chairs. Tables are cleaned and sanitized immediately following a meal and then again just prior to serving the next meal.			
13. Food handlers (including volunteers) wash their hands often. Hands are washed between tasks, such as setting tables and preparing food, as well as after working with raw foods, serving food, after using the restroom, cleaning or whenever soiled.			
14. If gloves are utilized when handling food, hands are washed prior to their use. Gloves must be used when handling ready-to-eat food.			
15. Gloves are changed between the handling of different food items and after cleaning soiled surfaces.			
16. Food thermometers are available and used correctly to monitor the temperature of all foods. Food must be cooked to the proper temperature, as outlined by the local health authority. Food temperatures are documented throughout the receiving, storing, cooking/reheating, serving and cooling processes.			
17. Thermometers are frequently checked for accuracy and recalibrated when necessary.			
18. Foods prepared in advance, foods that are reheated and leftovers are thoroughly heated to a minimum internal temperature of 165° F.			
19. Steam tables and other hot-holding equipment must maintain food at or above 140° F. They are not to be used to reheat or cook food.			
20. Foods held in the steam table are covered and stirred periodically.			
21. Leftover food requiring refrigeration is quickly cooled using shallow pans, ice bath, stirring, or special cooling equipment prior to being placed in the refrigerator or freezer.			
22. Leftovers are labeled, dated and refrigerated immediately after cooling (month/day/year/time).			
23. Cover all food items placed under refrigeration, only after the food has reached 40° F.			
24. All refrigerated leftover foods are either used or discarded within three days.			
25. One test meal from each day is kept frozen for 30 days in case of an outbreak of foodborne illness. Meal is labeled and dated.			

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26. Steam tables are de-limed regularly and cleaned daily.			
27. All floor sinks and drains are clean and in good repair.			
28. Garbage is disposed of promptly in receptacles.			
29. Food preparation sinks are not used for employee hand washing or the dumping of mop water. Mop and cleaning water is disposed of properly.			
30. Hood and grease trap are cleaned on a routine basis.			
G. Purchasing/Receiving			
1. Cans are checked for expiration dates, dents, swelling and leakage. Suspect cans are marked as unusable and kept separate until they are returned to the supplier or destroyed.			
2. Foods are inspected for signs of pest infestation. Suspect foods are refused or returned.			
3. Frozen foods and foods requiring refrigeration are received at the proper temperature and are properly stored within 1/2 hour of receiving delivery.			
H. Frozen Meals			
1. Foods used to assemble frozen meals must be prepared immediately prior to the packaging process.			
2. Foods requiring additional preparation, excluding reheating, must not be used for frozen meals.			
3. Foods held in the steam table for longer than two hours may not be used for frozen meals.			
4. Frozen meals are packed and frozen in an appropriate container and stored immediately.			
5. All frozen meals are labeled with the date of preparation (month/day/year) and the name of the entrée.			
I. Mechanical Dishwashing Area			
1. Dishes/utensils are pre-scraped prior to washing.			
2. Personnel wash hands and change gloves, if applicable, between handling soiled tableware and sanitized ware.			
3. Low temperature dish washing machines automatically dispense chemicals at the correct concentration. A test kit that accurately measures the concentration of the solution is used regularly. (If applicable, water is changed when necessary). OR (see #4 below, as an alternative)			
4. High temperature dish washing machines must meet the criteria for the model of machine being utilized. The final rinse water is between 180°F and 195°F. (If applicable to your dishwasher model, water is changed when necessary).			

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J. Manual Dishwashing			
1. Towel drying of utensils/dishes/equipment is not permitted.			
2. Proper procedure for manual dishwashing is utilized. A three compartment sink comprised of: (1) wash sink with clean detergent solution (minimum 110° F), (2) rinse sink with clean water (minimum 120° F), (3) sanitizer sink with clean solution (follow manufacturer's guidelines for preparing the solution). Chemical test strips are used to test sanitizer concentrations.			
K. Refrigerator Storage			
1. All refrigerators have accurate thermometers and maintain an interior temperature of 40° F or lower. Internal thermometers are affixed in a conspicuous location, away from light fixtures. Temperature logs are maintained.			
2. Space is provided to store foods on shelves in a manner that allows for adequate air circulation.			
3. All foods are properly dated and labeled with a "use-by" date (month/day/year) to ensure first in/first out (FIFO) use.			
4. Bulk food items are not stored in original containers, are properly labeled and dated with a "use-by" date (month/day/year). Recommended maximum refrigerated storage of foods are available at http://adsd.nv.gov/Programs/Grant/Nutrition/Resources .			
5. Clean containers used for storing food are NSF approved or food grade with tightly closing lids.			
6. All refrigerators, including shelves, are clean and free from mold and objectionable odors. Doors seal properly.			
7. Cooked foods stored under refrigeration are placed in shallow pans.			
8. Storage procedures are followed to prevent cross contamination. Uncooked potentially hazardous foods are stored separately from and below cooked foods or foods that will not be cooked.			
9. Spoiled or out of date foods are not present.			
10. Storage racks are in good condition (free from rust, broken or bent shelves, and set on solid legs).			
11. Floors in the units are clean, in good condition and covered with slip-proof material.			
L. Freezer Storage			
1. All freezer boxes or cabinets have accurate thermometers and maintain an interior temperature of 0° F or lower. Internal thermometers are affixed in a conspicuous location, away from light fixtures. Temperature logs are maintained.			
2. All foods are properly dated and labeled with a "use-by" date (month/year) to ensure first in/first out (FIFO) use.			

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3. Foods are not stored beyond the maximum recommended storage time. Recommended maximum storage periods for frozen foods are available at http://adسد.nv.gov/Programs/Grant/Nutrition/Resources .			
4. Bulk food items are not stored in original containers are properly labeled and dated with a "use-by" date (month/year).			
5. Clean containers used for storing food are NSF approved or food grade with tightly closing lids.			
6. Space is provided to store foods on shelves in a manner that allows for adequate air circulation.			
7. Heavy items are stored on lower shelves and lighter items on higher shelves.			
8. Storage procedures are followed to prevent cross contamination.			
9. Storage racks are in good condition (free from rust, broken or bent shelves, and set on solid legs).			
10. All freezers, including shelves, are clean and free from mold, rust, ice build-up and objectionable odors. Doors seal properly.			
11. Floors are clean, in good condition and covered with slip-proof material.			
M. Home-Delivered Meal Service			
1. Foods in the steam table must be stirred during the packing process to ensure that heat is adequately distributed.			
2. Foods are spooned from the bottom of the pan during the packing process to ensure the food is hot when packed.			
3. Containers used for packing meals are either single use items or capable of being sanitized.			
4. Cold food, held at 40° F or lower*, is immediately packed into insulated packing containers, or placed into a refrigerated vehicle, which maintains a proper cold-holding temperature to ensure the safe delivery of food, or frozen, as applicable.			
5. Hot food, held at 140° F or higher*, is loaded into preheated, insulated packing containers immediately after it has been packaged, or placed into a hotshot vehicle, which maintains a safe hot-holding temperature to ensure the safe delivery of food, or frozen, as applicable.			
6. The total amount of time required to pack home-delivered meals is kept to a minimum.			
7. Delivery containers are clean, in proper condition and suitable for delivery.			
8. Packing containers are closed tightly and properly.			
9. Delivery of fresh, unfrozen meals must start immediately after the last meal is packed.			
10. No smoking policy is enforced in each vehicle used for meal delivery. Signs are posted.			
11. Each vehicle used for transporting food is maintained in a clean condition.			
12. Packing unit is opened only when necessary to remove individual meal.			

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13. Under no circumstances will meals be left in or outside a home when the recipient is not present to receive them.			
14. Written instructions on the proper handling of meals are provided to each client. Instructions should request immediate consumption of fresh, hot or cold meals or placement of frozen meals in the freezer, reheating instructions and amount of time for safe storage in the refrigerator or freezer before the meal should be discarded.			
15. The driver reinforces safe food handling by encouraging the client to eat fresh meals, or store fresh or frozen meals immediately. When it is obvious the recipient cannot immediately consume or properly care for the meal, or when it is evident that the previously delivered meals have not been eaten or stored appropriately, the driver contacts his/her supervisor for appropriate action.			
16. The time allowed between the beginning of meal packaging and the delivery of the last meal must not exceed the program's ability to provide food that is safe and appetizing.			
17. Cold food is delivered at 40°F or lower, including the last meal delivered.			
18. Hot food is delivered at or above 140°F, including the last meal delivered.			
19. Meal temperatures are checked daily to determine if they meet safety standards (cold below 40°F and hot-above 140°F). Time and temperature must be recorded at the beginning and the end of each delivery route. Records are maintained for 12 months.			

*Hot food transported in insulated packing containers, as opposed to a temperature-controlled, hotshot vehicle, may need to be packed at a higher temperature to ensure the meal remains out of the temperature danger zone and is delivered at the proper temperature. Cold food may need to be packed at a cooler temperature as well.