

**Western Reserve Area Agency on Aging  
 OLDER AMERICANS ACT NUTRITION PROGRAM FOOD PREPARER'S MONITORING REPORT**

Name of Facility: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Person In Charge: \_\_\_\_\_



Type of Inspection:  Post-Competitive Proposal;  Follow-up;  Other (specify): \_\_\_\_\_

		Pass	Fail	N/A	Notes
	<b>PRE-INSPECTION DOCUMENT COMPLIANCE</b>				
A.	Ohio Food Service Operation License is current.				
B.	Ohio Department of Agriculture Meat and Poultry Inspection License is current.				
C.	Name of Person In Charge: _____ In their absence who is in charge? _____ Is certified in food protection as evidenced by completion of the ServSafe Certification Course developed by the National Restaurant Association Educational Foundation? Y / N (circle one) What is the best number to call for immediate assistance? _____				
D.	Certification in proposal that all employees receive orientation and are trained in principles of time/temperature controlled for safety (TCS) in food.				
E.	Certification in proposal that all employees receive orientation and are trained in hygiene and sanitary procedures of direct food handling.				
F.	Certification in proposal that all employees receive orientation and are trained in hygiene and sanitary procedures of indirect food handling.				
G.	Certification in proposal that critical citations documented during inspections conducted by the local health department or Ohio Department of Agriculture were reported to WRAAA within five working days of receipt of the citation, and a corrective action plan was submitted with the report, if a prior caterer.				
H.	Certification in proposal that copies of the Worker's Compensation certificate and proof of premium payment of Liability Insurance Policy naming WRAAA as an additional insured have been provided.				
I.	Documentation of forms complying with OAC Chapter 173-4 for congregate and home-delivered nutrition programs listed below:				
J.	Copy of the most recent Enforcement Investigation Analysis Officer review performed by the Ohio Department of Agriculture.				

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K.	Copy of the most recent “Good Manufacturing Practice Inspection Report” performed by the Ohio Department of Agriculture (ODAg), Division of Food Safety.				
L.	If Applicant submitted client/customer references, consumer surveys, performance tracking and/or taste testing information together with Applicant’s competitive proposal, did Applicant <i>certify</i> that such information/data is complete for the period for which it is submitted? Yes _____ No _____				
<b>FACILITIES INSPECTION/COMPLIANCE</b>					
M.	<p>Based on personal inspection does Applicant have the total useable freezer space, total useable refrigerated space and total useable commissary space as set forth by Applicant in the Caterer Questionnaire? Yes _____ No _____</p> <p><u>Applicant’s Pre-Inspection Caterer Questionnaire responses:</u></p> <ul style="list-style-type: none"> <li>• Applicant’s total freezer space (cu. ft.): _____ cu. ft.</li> <li>• Applicant’s total useable freezer space (cu. ft.): _____ cu. ft.</li> <li>• Applicant’s total freezer space available for this contract: _____ cu. ft.</li>   <li>• Applicant’s total refrigerated space (cu. ft.): _____ cu. ft.</li> <li>• Applicant’s total useable refrigerated space (cu. ft.): _____ cu. ft.</li> <li>• Applicant’s total refrigerated space available for this contract: _____ cu. ft.</li>   <li>• Applicant’s total commissary space (cu. ft.): _____ cu. ft.</li> <li>• Applicant’s total useable commissary space (cu. ft.): _____ cu. ft.</li> <li>• Applicant’s total commissary space available for this contract: _____ cu. ft.</li>   <li>• Applicant’s total operable trucks: _____ (no. of vehicles, owned or leased)</li> <li>• Applicant’s total operable refrigerated trucks: _____ (no. of vehicles, owned or leased)</li> <li>• Applicant’s total available operable refrigerated trucks available for this contract: _____ (no. of vehicles, owned or leased)</li> </ul> <p>Based on personal inspection does Applicant have the total <i>available</i> freezer space, <i>available</i> refrigerated space and <i>available</i> commissary space as set forth by Applicant in the Caterer Questionnaire? Yes _____ No _____ (If unable to verify, please provide explanation in Notes.)</p> <p>Based on personal inspection and information gathered during the inspection does Applicant have the total number of operational refrigerated trucks as set</p>				

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		Pass	Fail	N/A	Notes
	<p>forth by Applicant in the Caterer Questionnaire? Yes ____ No ____ (If unable to verify, please provide explanation in Notes.)</p> <p>Based on personal inspection and information gathered during the inspection does Applicant have the total number of <i>available</i> operational refrigerated trucks as set forth by Applicant in the Caterer Questionnaire? Yes ____ No ____ (If unable to verify, please provide explanation in Notes.)</p>				
N.	List (in Notes on the right of this page) the operable refrigerated vehicles (and vehicle size) available to transport food to the sites if a contract is awarded to Applicant.				
		<b>Pass</b>	<b>Fail</b>	<b>N/A</b>	
O.	<p>Name of the accredited laboratory used for testing food, food contact surfaces and the environment for Listeria monocytogenes:</p> <p>_____</p> <p>What testing was for:</p> <p>_____</p> <p>Date: _____ Copy provided <input type="checkbox"/></p>				
P.	Product testing procedures including frequency and documentation of detailed voluntary controls: Copy provided <input type="checkbox"/>				
Q.	History of food product recalls including circumstances and frequency since last monitoring visit: Copy provided <input type="checkbox"/>				
R.	Preventive measures and sanitation procedures used to prevent Listeria monocytogenes in the food preparation:				

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		Pass	Fail	N/A	Notes
S.	An effective rodent control program is in place. Service provided by _____ Date service was last provided: _____				
<b>HAND WASHING FACILITIES</b>					
A.	A sufficient supply of soap, hot and cold running water, and disposable towels are provided and used.				
B.	Handwashing stations are conveniently located in food preparation, service, equipment washing and restroom areas.				
C.	Hand washing signs are posted to remind employees when to wash their hands.				
D.	A warewashing sink is not used for handwashing as specified under paragraph (D) of rule 3717-1-02.2 OAC.				
<b>FACILITY SANITATION AND MAINTENANCE</b>					
A.	Mechanical dishwasher with final rinse temperature of 165 degrees F (74 C) stationary rack single temperature machine or for all other machines 180 F (82 C) is used to wash equipment and utensils 3717-1-04.4(J)(1)(a) and (L)(2) OAC.				
B.	Applicant's operation uses high-temperature dishwashing machines and must provide a way to measure surface temperatures of items being sanitized. The method provides an irreversible record of the highest temperature reached during the sanitizing rinse to ensure that the dishwasher reaches the correct temperature during operation. Operation uses maximum registering thermometers or heat sensitive tape?				
C.	Is the Applicant cleaning food contact surfaces between different types of raw animal food, being observed: It is not required to clean in between different types of raw animal food if the food-contact surface or utensil is in contact with a succession of different types of raw meat and poultry each requiring a higher cooking temperature? For example, if a cutting board and knife is used to first cut steak, then ground beef, then chicken, it is not necessary to clean and sanitize the cutting board and knife between these foods. However, it is still required to clean and sanitize the cutting board and knife between				

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		Pass	Fail	N/A	Notes	
	uses if chicken is cut first, or if ground beef is cut before whole beef. 3717-1-04.5 OAC					
D	Three-compartment sink with an approved sanitizer and compatible test kit is used to monitor concentration of third compartment. Type? _____					
E.	Filters, hoods, fans, and ducts are free from accumulated grease and dirt.					
F.	Floors are free of dirt and in good repair.					
G.	Walls and ceilings are free of dirt, dust, and grease.					
H.	There is a documented equipment cleaning schedule.					
I.	The cleaning schedule is followed.					
J.	Fire suppression system/fire extinguishers are regularly serviced. Date last serviced: _____					
<b>WHOLESOMENESS OF FOOD</b>						
A.	Food is from approved sources, free of spoilage, no dented or damaged cans.					
B.	All foods is purchased from reputable vendors.					
C.	Meats, poultry, eggs, dairy and shellfish are inspected.					
D.	All foods used by the establishment are wholesome and unadulterated.					
E.	No foods that have been home-prepared, processed or canned are used.					
F.	Does Applicant's operation partially cook food during prep and then finish cooking it just before service? If so, are the following steps being followed to partially cook meat, seafood, poultry or eggs: or dishes containing these items. 1) Do not cook the food longer than 60 minutes during initial cooking, 2) cool the food immediately after initial cooking, 3) freeze or refrigerate the food after cooking it, and 4) heat the food to its required minimum internal temperature before serving it? 3717-1-3.3 (D) (4) OAC Partial cooking requirements					
G	Food containers are properly labeled.					
H.	Dry and canned goods are stored at least 6" off the floor.					
I.	There is no observed or reported insect or rodent activity, after inquiry during the inspection.					
J.	Food, equipment and paper/plastic goods are stored separately from all chemicals and poisons.					

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		Pass	Fail	N/A	Notes
K.	Safe guards are in place to prevent accidental or intentional sabotage of food due to unlabeled containers, toxins, storage of personal items and pesticides in the production area.				
<b>CLEANLINESS OF EMPLOYEES</b>					
A.	Personal cleanliness of employees: clothes are clean, hands are clean and nails are trimmed.				
B.	Personal hygiene of employees: no open sores, no eating, drinking, smoking or gum chewing while in food preparation areas and in areas used for equipment and utensil washing.				
C.	Employee's hair is clean, neat and under control at all times.				
D.	Employee's personal items properly stored in locker or dressing areas separate from the kitchen.				
E.	Employees remove jewelry prior to preparing or serving food or while around food-preparation areas.				
F.	Employees remove aprons/smocks when leaving food-prep areas.				
G.	Employees who work with ready-to-eat foods use gloves as required.				
<b>FOOD HANDLING AND PREPARATION</b>					
A.	There is a hand sink conveniently located in the food preparation area and used frequently for hand washing.				
B.	The hand sink is well stocked with soap and single serve paper towels.				
C.	Utensils, and equipment used in food preparation are in good condition, clean and sanitary.				
D.	Staff uses standardized recipes?				
E.	Sources? _____ _____				
F.	Standardized recipes are used to control quality and quantity.				
G.	Preparation methods designed to conserve the nutritive value of the food followed at all times.				
H.	Food is maintained in a safe temperature range at all times.				
I.	Food handlers routinely take food temperatures.				
J.	Food, equipment, and paper/plastic goods are stored separately from all chemicals.				

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		Pass	Fail	N/A	Notes
K.	There is no potential for the accidental or intentional sabotage of food due to unlabeled containers, toxins, storage of personal items and pesticides in the production area.				
<b>FOOD PROTECTION</b>					
A.	Raw or thawing meats are stored in a separate refrigeration unit or under ready to eat foods to avoid drippings and cross contamination?				
B.	Frozen fish, supplied in reduced-oxygen packaging (ROP, sometimes called vacuum packaging) remains frozen until ready for use, and, if stated on the label, the fish is removed from the packaging at the following times: before thawing it under refrigeration, and immediately after hawing it under running water. 3717-1-03.4 (C)(5) OAC Thawing Frozen Fish From Vacuum packages				
C.	There is a thermometer in or outside each refrigeration unit to monitor proper temperatures?				
D.	The temperature in each refrigeration unit is below 41 degrees F.				
E.	Cold stored food is properly labeled and dated.				
F.	The refrigeration units are clean.				
G.	All containers of food are and will be clearly labeled as required by "ODAg Meat Inspection" or USDA Inspected": <ul style="list-style-type: none"> <li>• Site Name:</li> <li>• Production Date:</li> <li>• Number of Servings:</li> <li>• Initials of person packing:</li> <li>• Contents:</li> </ul>				
H.	During transport, cold foods are held at 41 degrees F or less, milk which may be received at an internal temperature of not more than forty-five degrees Fahrenheit (seven degrees Celsius) 3717-1-03.1(H)(1) OAC.				
I.	Cold holding equipment is cleaned and sanitized between uses.				
J.	Refrigeration units on all such trucks keep food at 41 degrees F or less.				
K.	Drivers have thermometers to verify temperatures of food. How frequently are these thermometers calibrated? _____ What staff person is responsible?				
L.	Documentation of daily cleaning of refrigerated trucks is available for WRAAA review.				

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		Pass	Fail	N/A	Notes
M.	Hot/cold carriers are available to maintain proper food temperatures during transport of home delivered meals.				
N.	The freezers are clean.				
O.	There is a thermometer for each freezer to monitor proper temperatures.				
P.	Temperature in or outside each freezer is zero (0) degrees F or less and all products are frozen hard.				
Q.	All frozen meals are labeled with expiration date or "use by date" and instructions for heating.				
R.	Freezer cleaning schedule of previous weeks/months is available for WRAAA review.				
S.	Documentation of recorded daily freezer temperatures is maintained by:				
T.	All frozen meals follow the menu pattern.				
U.	A variety of entrees, vegetables and fruit are available. Sufficient frozen entrees are available to avoid repetition of entrees during a four-week period (Saturdays and Sundays).				
V.	Reported cooling hot time/temperature controlled safety for (TCS) food to below 41 degrees F. is accomplished within the 6-hour Rule or less. Cooked foods must be cooled from 140 degrees F (60 degrees C) to 70 degrees F (21 degrees C) within 2 hours and from 70 degrees F (21 degrees C) to below 41 degrees F (5 degrees C) in an additional four hours for a total cooling time of 6 hours.				
W.	Staff checks and records cooling temperatures.				
X.	There are ___ cubic feet of available operational hot holding space if a contract is awarded to Applicant.				
Y.	Carriers maintain holding temperatures above 135 degrees F.				
Z.	Hot holding equipment is cleaned and sanitized between uses.				
	<b>ALTERNATE MEALS</b>				
A.	Food preparer provides ethnic or religious meals with the same nutrient content of a regular meal or follows the meal pattern unless restricted by religious requirements or ethnic or cultural background. <ul style="list-style-type: none"> <li>• Food preparer has ability to provide boxed lunches.</li> <li>• Food preparer has ability to provide cold meals.</li> </ul>				



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	<ul style="list-style-type: none"> <li>• Milk packed separately for sites ordering a variety of milk and for kosher meals.</li> <li>• Five-ounce heavy weight leak proof plastic containers with heavy weight tight fitting lids with no holes is used for the salad and fruit for boxed lunches.</li> <li>• When hot dog menu is ordered for congregate a different menu is provided for home delivered meals.</li> <li>• All items in the boxed lunch must be individually wrapped and sealed.</li> </ul>				
B.	<p>Shelf stable meals provided by the food preparer are non-perishable, ready to eat, stored at room temperature and eaten without heating. They are commercially produced from approved sources.</p> <ul style="list-style-type: none"> <li>• Shelf stable meals nutritional adequacy is determined by the menu pattern method.</li> <li>• Contents and preparation instructions are clearly labeled.</li> <li>• Packaging is easy to open.</li> <li>• Items are labeled with expiration dates. Explain meaning of expiration dates: _____ _____.</li> </ul>				
C.	<p>The allocated number of meals and other emergency food supplies were delivered to the site. Emergency food is replenished in the quantity of meals used to maintain the allocation within one day of use.</p>				
<b>HEALTH AND SANITATION</b>					
A.	<p>A personal hygiene program is in place for food handler with the following components: hygienic hand practices, maintaining personal cleanliness, wearing clean appropriate uniforms, following dress codes, avoiding unsanitary habits/actions, maintaining good health, and reporting illnesses.</p>				
	<ul style="list-style-type: none"> <li>• A designated staff break area is available away from the food preparation area.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Lockers are available for staff for personal belongings.</li> </ul>				
	<ul style="list-style-type: none"> <li>• All staff are wearing hairnets or caps or beard restraints.</li> </ul>				
	<ul style="list-style-type: none"> <li>• All staff wash their hands before they start their shift.</li> </ul>				

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	<ul style="list-style-type: none"> <li>Hands are washed frequently during preparation or each time a worker changes tasks.</li> </ul>				
	<ul style="list-style-type: none"> <li>Disposable gloves are used to handle ready to serve and prepared foods.</li> </ul>				
	<ul style="list-style-type: none"> <li>If gloves are worn, they are discarded when they become soiled or torn.</li> </ul>				
	<ul style="list-style-type: none"> <li>Food handlers are wearing clean uniforms and/or aprons.</li> </ul>				
	<ul style="list-style-type: none"> <li>Food or beverage is not consumed while staff is handling food.</li> </ul>				
B.	Food temperature measuring devices are provided and readily accessible for use in ensuring attainment and maintenance of food temperatures as specified under Chapter 3717-1-04.2(G)(1) OAC.				
C.	A temperature measuring device with a suitable small-diameter probe that is designed to measure the temperature of thin masses shall be provided and readily accessible to accurately measure the temperature in thin foods such as meat patties and fish fillets 3717-1-04.2(G)(2) OAC.				
	<ul style="list-style-type: none"> <li>Employees use thermometers for checking food temperatures.</li> </ul>				
	<ul style="list-style-type: none"> <li>Employees document food temperatures on the appropriate form.</li> </ul>				
	<ul style="list-style-type: none"> <li>Employees know how to read and calibrate the thermometers.</li> </ul>				
	<ul style="list-style-type: none"> <li>Thermometers are calibrated regularly. Frequency? _____ Method Used? _____</li> </ul>				
	<ul style="list-style-type: none"> <li>Calibration has been documented.</li> </ul>				
D.	All food handlers have been trained: <ul style="list-style-type: none"> <li>The principles of time, temperature and sanitation.</li> <li>Employee General Health Policy (with signature)</li> </ul>				
E.	Food handlers know there are times when it may be acceptable to handle ready-to-eat food with bare hands. This is true when the food will be added as an ingredient to a dish that doesn't not contain raw meat, seafood, or poultry, but will be cooked to at least 145 degrees. For example, adding cheese to pizza. This is also true when the food will be added as an ingredient to a dish containing raw meat, seafood, or poultry and the dish will				

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	be cooked to the required minimum internal temperature of the raw items. Fox example, adding vegetables to a beef stew. 3717-1-03.2 (A) (3) (b)OAC				
F.	Temperature logs of all time/temperature controlled for safety (TCS) foods are maintained. Logs indicate what state food is in (receiving, storage, preparation, cooling, holding, reheating, etc.)				
G.	Employees and conditional employees are informed of their responsibilities to report to the person in charge about their health as it relates to diseases that are transmissible in food in a <b>verifiable</b> manner 3717-1-02.4 (C) (14) OAC Employee Health Policy Documentation.				
H.	Food preparer has <b>written procedures</b> for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the facility. The written procedures address the specific actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food and surfaces to vomitus or fecal matter. 3717-1-02.4 (C) (16) OAC Vomit and Diarrhea Cleanup.				
	<b>TOILET FACILITIES</b>				
A.	Walls, floors, ceilings and fixtures are cleaned regularly.				
B.	Fixtures operate properly and are in good repair.				
C.	Toilet rooms are well ventilated and free of offensive odors.				
D.	Toilet facilities are clean.				
E.	Toilet facilities have toilet paper, hot and cold running water, soap, hand towels, a trash receptacle with a lid that does not require the employee to touch it after washing hands.				

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**Food Preparer Comments**

**Food Preparer:**

**Inspected/Monitored By:** \_\_\_\_\_  
**Monitor's Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_  
**Representative:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_