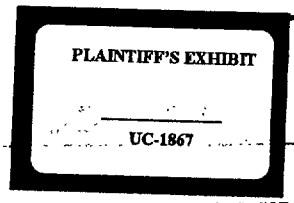
To: E. S. Janecek

cc B. F. Brown
J. L. Wyatt

4-9-81

Subj. Sanitation, ~~Inspection~~ Food Service, Vending Machine Audit Inspection



Dear Ed:

The SHARE Dept. performed ~~an~~ an internal audit of the Employee Relations area of responsibility ~~relating~~ relating to sanitation procedures.

Overall, sanitation looked good, however some areas need attention as follows:

Freezer thermometer, loose floor tile and paint flaking off wall above stove. Door on coffee machine malfunctioning.

VTY

K. Gray Townsend

BRE 0354

Copies to: 1. Operating Dept. Head
2. B. F. Brown
3. K. G. Townsend
4. ~~L. T. Windel~~
J. L. WYATT

SHARE AUDIT PROCEDURE

Dept. Employee Relations

Date 4-6-81

Deficiency Exists YES NO

Name of Procedure Sanitation

Where is written reference found? I + OH Procedures Manual Vol. 4

Number of Personnel Interviewed: 2

	YES	NO
a. Aware of procedure?	✓	
b. Understand procedure?	✓	
c. Follow procedure?	✓	
d. If no, why not? Describe.		

e. Remember having received training in last one, two or three years? (Circle one)

Up to date procedure in appropriate manual? YES NO

Any relation to A/I reports on procedure in last 6 months? (If appropriate) YES NO

Should existing procedure be modified? YES NO
If YES, explain.

Should retraining and another audit be conducted? YES NO

If yes, when? IN 2 MONTHS

BRE 0355

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SANITATION

FOOD SERVICE ESTABLISHMENT

BUILDING 224 CAFETERIA DATE 4-6-81

INSPECTED BY Mario Hutchings

I. FOOD	YES	NO	SEE COMMENT
A. Food Supplies			
1. Approved source	✓		
2. Wholesome - not adulterated	✓		
3. Not misbranded	✓		
4. Original container; properly identified	✓		
5. Approved dispenser	✓		
6. Fluid milk and fluid milk products pasteurized	✓		
7. Low-acid and non-acid foods commercially covered	✓		
B. Food Protection			
1. Protected from contamination	✓		
2. Adequate facilities for maintaining food at hot or cold temperatures	✓		
3. Suitable thermometers properly located	✓		(1)
4. Perishable food at proper temperature	✓		
5. Potentially hazardous food at 45°F. or below, or 140°F. or above as required	✓		
6. Frozen food kept frozen; properly thawed	✓		
7. Handling of food minimized by use of suitable utensils	✓		
8. Hollandaise sauce of fresh ingredients; discarded after three hours	NA		
9. Food cooked to proper temperature	✓		
10. Fruits and vegetables washed thoroughly	✓		
11. Containers of food stored off floor on clean surfaces	✓		
12. No wet storage of packaged food	✓		

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	YES	NO	SEE COMMENT
B. Food Protection (Cont'd)			
13. Display cases, counter protector devices of approved type	✓		
14. Frozen dessert dippers properly stored	✓		
15. Sugar in closed dispensers or individual packages	✓		
16. Unwrapped and potentially hazardous food not re-served	✓		
17. Poisonous and toxic materials properly identified, colored, stored and used; poisonous polishes not present	✓		
18. Bactericides, cleaning and other compounds properly stored and non-toxic in use dilutions	✓		
II. PERSONNEL			
A. Health and Disease Control			
1. Persons with boils, infected wounds, respiratory infections or other communicable disease properly restricted	NA		
2. Known or suspected communicable disease cases reported to health authority	NA		
B. Cleanliness			
1. Hands washed and clean	✓		
2. Clean outer garments; proper hair restraints used	✓		
3. Good hygienic practices	✓		
III. FOOD EQUIPMENT AND UTENSILS			
A. Sanitary Design, Construction and Installation of Equipment and Utensils			
1. Food-contact surfaces of equipment	✓		
2. Utensils	✓		
3. Non-food-contact surfaces of equipment	✓		
4. Single-service articles of non-toxic materials	✓		
5. Equipment properly installed	✓		
6. Existing equipment capable of being cleaned, non-toxic, properly installed, and in good repair	✓		

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III. FOOD EQUIPMENT AND UTENSILS (Cont'd)

B. Cleanliness of Equipment and Utensils	YES	NO	SEE COMMENT
1. Tableware clean to sight and touch	✓		
2. Kitchenware and food-contact surfaces of equipment clean to sight and touch	✓		
3. Grills and similar cooking devices cleaned daily	✓		
4. Non-food-contact surfaces of equipment kept clean	✓		
5. Detergents and abrasives rinsed off food-contact surfaces	✓		
6. Clean wiping cloths used; use properly restricted	✓		
7. Utensils and equipment pre-flushed, scraped or soaked	✓		
8. Tableware sanitized	✓		
9. Kitchenware and food-contact surfaces of equipment used for potentially hazardous food sanitized	✓		
10. Facilities for washing and sanitizing equipment and utensils approved, adequate, properly constructed, maintained and operated	✓		
11. Wash and sanitizing water clean	✓		
12. Wash water at proper temperature	✓		
13. Dish tables and drain boards provided, properly located and constructed	✓		
14. Adequate and suitable detergents used	✓		
15. Approved thermometers provided and used	✓		
16. Suitable dish baskets provided	✓		
17. Proper gauge cocks provided	NA		
18. Cleaned and cleaned and sanitized utensils and equipment properly stored and handled; utensils air-dried	✓		
19. Suitable facilities and areas provided for storing utensils and equipment	✓		
20. Single-service articles properly stored, dispensed and handled	✓		
21. Single-service articles used only once	✓		
22. Single-service articles used when approved washing and sanitizing facilities are not provided	✓		

BRE 0358

IV. SANITARY FACILITIES AND CONTROLS

	YES	NO	SEE COMMENT
A. Water Supply			
1. From approved source, adequate, safe quality	✓		
2. Hot and cold running water provided	✓		
3. Transported water handled, stored; dispensed in a sanitary manner	NA		
4. Ice from approved source; made from potable water	✓		
5. Ice machines and facilities properly located, installed and maintained	NA		
6. Ice and ice handling utensils properly handled and stored, block ice rinsed	NA		
7. Ice-contact surfaces approved; proper material and construction	✓		
B. Sewage Disposal			
1. Into public sewer, or approved private facilities	✓		
C. Plumbing			
1. Properly sized, installed and maintained	✓		
2. Non-potable water piping identified	NA		
3. No cross connections	NA		
4. No back siphonage possible	✓		
5. Equipment properly drained	✓		
D. Toilet Facilities			
1. Adequate, conveniently located, and accessible; properly designed and installed	✓		
2. Toilet rooms completely enclosed, and equipped with self-closing, tight-fitting doors; doors kept closed	✓		
3. Toilet rooms, fixtures and vestibules kept clean, in good repair, and free from odors.	✓		
4. Toilet tissue and proper waste receptacles provided; waste receptacles emptied as necessary	✓		

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IV. SANITARY FACILITIES AND CONTROLS (Cont'd)

	YES	NO	SEE COMMENT
E. Hand-Washing Facilities			
1. Lavatories provided, adequate, properly located and installed	✓		
2. Provided with hot and cold or tempered running water through proper fixtures	✓		
3. Suitable hand cleanser and sanitary towels or approved hand-drying devices provided	✓		
4. Waste receptacles provided for disposable towels	✓		
5. Lavatory facilities clean and in good repair	✓		
F. Garbage and Rubbish Disposal			
1. Stored in approved containers; adequate in number	✓		
2. Containers cleaned when empty; brushes provided	✓		
3. When not in continuous use, covered with tight-fitting lids, or in protective storage inaccessible to vermin	✓		
4. Storage areas adequate; clean; no nuisances; proper facilities provided	✓		
5. Disposed of in an approved manner, at an approved frequency	✓		
6. Garbage rooms or enclosures properly constructed; outside storage at proper height above ground or on concrete slab	✓		
7. Food waste grinders and incinerators properly installed, constructed and operated; incinerators areas clean	NA		
G. Vermin Control			
1. Presence of rodents, flies, roaches and vermin minimized	✓		
2. Outer openings protected against flying insects as required; rodent-proofed	✓		
3. Harborage and feeding of vermin prevented	✓		

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V. OTHER FACILITIES

		YES	NO	SEE COMMENT
A.	**Floors, Walls, and Ceilings**			
1.	Floors kept clean; no sawdust used	✓		
2.	Floors easily cleanable construction, in good repair, smooth, non-absorbent; carpeting in good repair		✓	(2)
3.	Floor graded and floor drains, as required	NA		
4.	Exterior walking and driving surfaces clean; drained	✓		
5.	Exterior walking and driving surfaces properly surfaced	✓		
6.	Mats and duck boards cleanable, removable and clean	NA		
7.	Floors and wall junctures properly constructed	✓		
8.	Walls, ceilings and attached equipment clean		✓	(3)
9.	Walls and ceilings properly constructed and in good repair; coverings properly attached		✓	(3)
10.	Walls of light color; washable to level of splash	✓		
B.	**Lighting**			
1.	20 foot-candles of light on working surfaces	✓		
2.	10 foot-candles of light on food equipment, utensil-washing, hand-washing areas and toilet rooms	✓		
3.	5 foot-candles of light 30" from floor in all other areas	✓		
4.	Artificial light sources as required	✓		
C.	**Ventilation**			
1.	Rooms reasonably free from steam, condensation, smoke, etc.	✓		
2.	Rooms and equipment vented to outside as required	✓		
3.	Hoods properly designed; filters removable	✓		
4.	Intake air ducts properly designed and maintained	✓		
5.	Systems comply with fire prevention requirement; no nuisance created	✓		

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V. OTHER FACILITIES (Cont'd)

D. Dressing Rooms and Lockers	YES	NO	SEE COMMENT
1. Dressing rooms or areas as required; properly located	NA		
2. Adequate lockers or other suitable facilities	NA		
3. Dressing rooms, areas and lockers kept clean	NA		
E. Housekeeping			
1. Establishment and property clean, and free of litter	✓		
2. No operations in living or sleeping quarters	NA		
3. Floors and walls cleaned after closing or between meals by dustless methods	✓		
4. Laundered clothes and napkins stored in clean place	✓		
5. Soiled linen and clothing stored in proper containers	✓		
6. No live birds or animals other than guide dogs	✓		

VI. COMMENTS

(1) Freezer needs thermometer
(2) Floor tiles under freezer are coming off
(3) Paint on wall over stove is flaking off

BRE 0362

SANITATION

VENDING MACHINES INSPECTION

Building 224 CAFETERIA Date 4-6-81

Inspected By Mario Gutierrez

Item(s) Vended Coffee, Sodas, Candy, Chips & Pastries

		YES	NO	SEE COMMENT
A.	**Food, Consumer Containers Equipment Maintenance & Operations**			
1.	Food from approved source	✓		
2.	Food wholesome	✓		
3.	In clean protective containers	✓		
* 4.	Potentially hazardous food (milk, milk products, sandwiches)		✓	
5.	Machine parts which touch food clean	✓		
6.	Single service articles (cups) clean	✓		
B.	**Machine Location**			
1.	Clean and protected area	✓		
2.	Well lighted	✓		
3.	Space around it easy to clean	✓		
4.	Convenient to hand washing facilities	✓		
C.	**Exterior Construction and Maintenance**			
1.	Clean and easy to clean	✓		
2.	Food containers securely covered	✓		
3.	Screened ventilation louvers	✓		
4.	Dust-proof barrier between condenser unit and food storage	✓		
5.	Machine easy to move or on 6" legs	✓		
6.	Service connections grommeted or closed	✓		

BRE 0363

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D. Interior Construction and Maintenance

		YES	NO	SEE COMMENT
1.	Clean and easy to clean	✓		
2.	Food-contact surfaces smooth and in good repair	✓		
3.	Food-contact surfaces of nontoxic material	✓		
4.	Food containers effectively covered	✓		
5.	Delivery chute clean	✓		
6.	Vending stage clean and self closing (door)		✓	(1)
7.	Drains working and clean	✓		
8.	Free of dust, insects, rodents and other contamination	✓		

E. Water Supply

1.	Safe & sanitary quality and from approved source	✓		
2.	Piped under pressure to machine	✓		
3.	Water filter periodically cleaned or changed	✓		

F. Waste Disposal

1.	Trash and waste frequently removed	✓		
2.	Disposed in an approved manner	✓		
3.	Self-closing leak-proof, easily cleanable waste containers used	✓		
4.	Internal waste container clean	✓		
5.	Internal container has automatic shutoff to prevent overflow	✓		

* If answer to A4 is yes, refer to Sanitation Procedure reference B, Section V., A.5 through A.10.

BRE 0364

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SANITATION
VENDING MACHINES INSPECTION

G. COMMENTS:

(1) On coffee machine door will not self-close

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SANITATION

VENDING MACHINES INSPECTION

Building 259 Date 4-6-81

Inspected By David Gutierrez

Item(s) Vended COFFEE, SODAS, CANDY, CHIPS, PASTRIES

		YES	NO	SEE COMMENT
A.	**Food, Consumer Containers Equipment Maintenance & Operations**			
1.	Food from approved source	✓		
2.	Food wholesome	✓		
3.	In clean protective containers	✓		
* 4.	Potentially hazardous food (milk, milk products, sandwiches)		✓	
5.	Machine parts which touch food clean	✓		
6.	Single service articles (cups) clean	✓		
B.	**Machine Location**			
1.	Clean and protected area	✓		
2.	Well lighted	✓		
3.	Space around it easy to clean	✓		
4.	Convenient to hand washing facilities	✓		
C.	**Exterior Construction and Maintenance**			
1.	Clean and easy to clean	✓		
2.	Food containers securely covered	✓		
3.	Screened ventilation louvers	✓		
4.	Dust-proof barrier between condenser unit and food storage	✓		
5.	Machine easy to move or on 6" legs	✓		
6.	Service connections grommeted or closed	✓		

BRE 0366

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D. Interior Construction and Maintenance

		YES	NO	SEE COMMEN
1.	Clean and easy to clean	✓		
2.	Food-contact surfaces smooth and in good repair	✓		
3.	Food-contact surfaces of nontoxic material	✓		
4.	Food containers effectively covered	✓		
5.	Delivery chute clean	✓		
6.	Vending stage clean and self closing (door)	✓		
7.	Drains working and clean	✓		
8.	Free of dust, insects, rodents and other contamination	✓		

E. Water Supply

1.	Safe & sanitary quality and from approved source	✓		
2.	Piped under pressure to machine	✓		
3.	Water filter periodically cleaned or changed	✓		

F. Waste Disposal

1.	Trash and waste frequently removed	✓		
2.	Disposed in an approved manner	✓		
3.	Self-closing leak-proof, easily cleanable waste containers used	✓		
4.	Internal waste container clean	✓		
5.	Internal container has automatic shutoff to prevent overflow	✓		

* If answer to A4 is yes, refer to Sanitation Procedure reference B, Section V., A.5 through A.10.

BRE 0367

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SANITATION INSPECTION

BUILDING NUMBER 224

AREA OF RESPONSIBILITY EMPLOYEE RELATIONS

INSPECTED BY MARIA GUTIERREZ DATE 4-6-81

	YES	NO	SEE COMMENT
HOUSEKEEPING WORK AREAS			
Floors dry	✓		
Floors clean	✓		
WASTE DISPOSAL			
Containers provided	✓		
Lid on containers for putrescible solids, or containers are emptied daily	✓		
Vermin controlled	✓		
POTABLE WATER SUPPLIED			
For washing person	✓		
Hot, if required in area	✓		
For personal service rooms	✓		
For drinking purposes	✓		
Drinking fountain is clean	✓		
Portable drinking water dispensers are sanitary	✓		
Ice handling is sanitary	✓		
Not Potable Water outlets labeled	NA		
TOILET FACILITIES			
Toilet facilities adequate	✓		
Privacy assured	✓		
Toilet paper and holder	✓		
Floors, walls, etc. made of easily cleaned material	✓		
Toilets are clean	✓		
Floor, walls, enclosures are clean	✓		
Urinals are clean	✓		
WASHING FACILITIES			
Lavatories supplied as required	✓		
Lavatories clean	✓		
Hot or tepid water supplied	✓		
Hand soap supplied	✓		
Towels supplied	✓		
Receptacle for used towels supplied	✓		

BRE 0368

SANITATION INSPECTION

EATING AND DRINKING AREAS	YES	NO	SEE COMMENT
Waste disposal containers supplied	✓		
Waste disposal containers are in sanitary condition	✓		
Food and beverages are stored and consumed outside of toilet rooms and areas exposed to toxic substances	✓		
Floors clean	✓		
Walls clean	✓		
Stove or oven clean	✓		
Cooking utensils clean	✓		
Cabinets clean	✓		
Utensil storage area clean	✓		
Refrigerator clean	✓		
Sink clean	✓		
Counter top clean	✓		
Hot and cold water supplied where food is prepared	✓		

Any items checked "NO" must be corrected and action taken to prevent recurrence.
Department head will report action taken to resolve problem to SHARE department.
All inspection reports will be summarized and sent to Ben Brown and Dr. Glenn.

COMMENTS: _____

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