

MSVH TRADITION SURVEILLANCE CHECKLIST:

MANUAL EQUIPMENT & UTENSIL CLEANING	Building #: _____ Date: _____ Time of Evaluation - Start: _____ End: _____																				
<p>PROCEDURES:</p> <ol style="list-style-type: none"> 1. Use this Surveillance Guide to evaluate Food Service Equipment & Utensil Cleaning Service 2. Evaluate the overall cleanliness of the facility & equipment, observe the dishwashing & pot pan cleaning during the meal period, & check the facility for cleanliness prior to closing. 3. Compare performance to the specified standard 4. Document all unsatisfactory ratings in detail on this guide. 5. Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt. <p>Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings</p>																					
<p>PERFORMANCE CRITERIA: Overall performance of this service for the day of the evaluation will be rated as either satisfactory (SAT) or defective (DEF). Performance will be rated as satisfactory if not more than 1 of the critical standards are deficient.</p>																					
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MSVH TRADITION SURVEILLANCE CHECKLIST:

EQUIPMENT & UTENSIL CLEANING (CONTINUED)				
OTHER STANDARDS	SAT	DEF	N/A	EXPLANATION
Non-food contact surfaces cleaned after each meal period				
Manual dishwashing compound & pot pan cleaning products agent in use.				
Thermometers & chemical test kits on-hand & used to verify temperatures & sanitizing agent concentration				
Cleaned & sanitized pots, pans, food containers & utensils stored to allow air drying				
Cleaned & sanitized pots, pans, food containers & utensils protected from cross contamination.				
Mfg.'s recommended chemicals & detergents used during mechanical ware washing				
Sinks drained & cleaned after each meal period				
Single use dinnerware items provided During appropriate times.				
Personnel in clean & proper uniforms. Personnel utilizing proper Protective Equipment (PPE) practicing good hygiene.				
REMARKS:				
EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory: Defect				
Evaluator's Signature: _____				
Contractor's Representative Signature: _____				
Administrator's signature: _____				

MSVH TRADITION SURVEILLANCE CHECKLIST:

CLEAN AND SANITIZE FOOD SERVICE EQUIPMENT AND SURFACES TO SUPPORT DINING FACILITY OPERATIONS.	Building #: _____ Date: _____ Time of Evaluation: Start _____ End: _____
PROCEDURES:	
<ol style="list-style-type: none"> 1. Use this Surveillance Guide to evaluate Food Service Equipment. 2. Evaluate the overall cleanliness of the facility & equipment, observe the dishwashing & pot pan cleaning during the meal period, & check the facility for cleanliness prior to closing. 3. Compare performance to the specified standard. 4. Document all unsatisfactory ratings in detail on this guide. 5. Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt. <p>Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings</p>	
PERFORMANCE CRITERIA: Overall performance of this service for the day of the evaluation will be rated as either satisfactory (SAT) or defective (DEF). Performance will be rated as satisfactory if not more than 1 of the critical standards are deficient.	
CRITICAL STANDARDS:	SAT DEF N/A EXPLANATION
Serving equipment (Serving lines, self-service bars, condiment areas, drink dispensers, bussing carts, display refrigerators and heat lamps) cleaned and sanitized prior to meal service and after each meal period	
Cooking equipment (Prep tables, ovens, mixers, warmers, steamers, kettles, meat slicer, etc.) & cooking utensils protected, cleaned and sanitized to prevent contamination between uses.	
Not more than 3 remaining standards from the list below are found defective during the evaluation period	

MSVH TRADITION SURVEILLANCE CHECKLIST:

CLEAN AND SANITIZE FOOD SERVICE EQUIPMENT AND SURFACES TO SUPPORT DINING FACILITY OPERATIONS. (CONTINUED)				
OTHER STANDARDS	SAT	DEF	N/A	EXPLANATION
Food contact surfaces sanitized using proper solution for manual or in-place method				
Cutting surfaces (cutting blocks and boards) are discarded if they can no longer be effectively cleaned and sanitized.				
Non-food contact (walls, doors, vents, light receptacles) cleaned after each meal period				
Hoods and vents cleaned according to cleaning schedule. (Weekly)				
Oil in fryers is free of food particles & odors (no smoke during cooking) prior to daily cooking				
Ice Machines cleaned according to monthly approved cleaning schedule.				
REMARKS:				
EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory: _____ Defect: _____ Evaluator's Signature: _____ Contractor's Representative Signature: _____ Administrator's signature: _____				

MSVH TRADITION SURVEILLANCE CHECKLIST:

EQUIPMENT & UTENSIL CLEANING	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____																								
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Dinnerware from previous meal cleaned no later than the scheduled start of the following meal serving period and at the end of day.																									
Hot water sanitizing rinse for mechanical ware washing yields minimum contact temperature of 180°F																									
Dinnerware (Trays, plates, bowls, cups, glasses & utensils) available to all diners during serving period.																									
Cleaned & sanitized silverware, cups, plates and trays are protected from cross-contamination during cleaning process.																									
Not more than 3 remaining standards from the list below are found defective during the evaluation period																									

MSVH TRADITION SURVEILLANCE CHECKLIST:

EQUIPMENT & UTENSIL CLEANING				
<i>(CONTINUED)</i>				
OTHER STANDARDS	SAT	DEF	N/A	EXPLANATION
Dinnerware is cleaned and sanitized and stored in appropriate cart				
Appropriate personnel are present to support operation of mechanical dishwashing machine.				
Mechanical dishwashing cleaning products & de-scaling agent on-hand and used to reduce the accumulation of lime deposits on dishwashing machine.				
Dishwashing machine drained & cleaned after each use meal service or when recommended by Mfg.'s instructions.				
Thermometers & chemical test kits on-hand & used to verify temperatures & sanitizing agent concentration				
Maintenance & Administrator notified 100% upon occurrence when final rinse water cannot be maintained at 180°F.				
Single use dinnerware items provided during appropriate times.				
Personnel in clean & proper uniforms. Personnel utilizing proper Protective Equipment (PPE) and practicing good hygiene.				
REMARKS:				
EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory- Defect				
Evaluator's Signature: _____				
Contractor's Representative Signature: _____				
Administrator's signature: _____				

MSVH TRADITION SURVEILLANCE CHECKLIST:

FACILITY MAINTENANCE & SANITATION SERVICE	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____																				
<p>PROCEDURES:</p> <ol style="list-style-type: none"> 1. Use this Surveillance Guide to evaluate Facility Maintenance & Sanitation Service. 2. Evaluate the overall cleanliness of the facility & floors. Observe the operation of the equipment during the meal period, & check the facility for cleanliness prior to closing. 3. Compare performance to the specified standard 4. Document all unsatisfactory ratings in detail on this guide. 5. Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt. <p>Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings.</p>																					
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Garbage, refuse & grease disposed when full during use or of within one hour following the end of each meal period																					
Floor coverings (kitchen, serving and self-service areas, storage areas, entry/exits and receiving area) are clean during each meal period & prior to closing and opening each day																					
Hand washing stations cleaned. Hand washing sinks equipped with soap & paper towels																					
Not more than 4 remaining standards from the list below are found defective during the evaluation period																					

**MSVH TRADITION
SURVEILLANCE CHECKLIST:**

FACILITY MAINTENANCE & SANITATION SERVICE (CONTINUED)				
OTHER STANDARDS	SAT	DEF	N/A	EXPLANATION
Spilled food debris on floors, shelves and in refrigerators & freezers routinely cleaned				
No signs of gross accumulation of dirt, dust, grease, food particles or debris around equipment and decor, fans, light fixtures.				
Mops and cleaning equipment used are properly stored				
No signs of infestation detected (holes in bulk packages, rodent droppings, visible pests)				
Clean outside facility and around dumpster, loading docks clean free of excess kitchen pallets, debris & equipment				
Interior grease traps cleaned & grease discarded in proper containers				
Receptacles and waste handling units for trash are thoroughly cleaned in a way that does not contaminate food, equipment, utensils, linens or single service and single use articles, and waste water.				
REMARKS; 				
EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory: _____ Defect _____ Evaluator's Signature: _____ Contractor's Representative Signature: _____ Administrator's signature: _____				

MSVH TRADITION SURVEILLANCE CHECKLIST:

DINING FACILITY ADMINISTRATION SERVICE	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____			
PROCEDURES: 1. Use this Surveillance Guide to evaluate Menu Planning & Dining Facility Administration Service for the day of on. 2. Review all menus planned for the day and evaluate each menu/task to the standard 3. Document all deficient ratings in detail on this guide. 4 Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt. Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings.				
PERFORMANCE CRITERIA: Overall performance of this service for the day of the evaluation will be rated as either satisfactory (SAT) or defective (DEF). Performance will be rated as satisfactory if not more than 1 critical tasks are deficient and if not more than 4 of the remaining non-critical tasks are found deficient.				
CRITICAL STANDARDS:	SAT	DEF	N/A	EXPLANATION
All menus reviewed for the day are 100%				
Subsistence ordered in accordance with menu requirements				
Food production & usage recorded on Production Schedule				
Facilities & equipment in need of repair reported to Administrator & TELS ticket created promptly.				
Not more than 4 remaining standards from the list below are found defective during the evaluation period.				

**MSVH TRADITION
SURVEILLANCE CHECKLIST:**

DINING FACILITY ADMINISTRATION SERVICE (CONTINUED)				
OTHER STANDARDS	SAT	DEF	N/A	EXPLANATION
All menus reviewed for the day are followed, clearly visible & posted, caloric values of menus developed				
Menu consists of a variety of color, shape, spices & texture				
Special menus are 100% in accordance with approved requests. Seasonal & special occasion items planned				
Employees files are established & maintained current and all staff training is maintained and available upon request.				
Cleaning schedule maintained current & followed.				
Submittals & reports have been submitted & are on file.				
Weekly invoices are processed and submitted for payment timely				
Statement of Cause/Remedial Action to correct State or VA deficient status completed & on-hand				
Response provided & action taken on customer comments. Action taken kept on file				
Equipment Inventory Report, DA 3988, is maintained to-date.				
COR notified when DPW fails to respond to service requests.				
Employee records & training are in compliance with MSVA and LTC standards				
REMARKS:				
<p>EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory: _____ Defect _____</p> <p>Evaluator's Signature: _____</p> <p>Contractor's Representative Signature: _____</p> <p>Administrator's signature: _____</p>				

MSVH TRADITION SURVEILLANCE CHECKLIST:

MANAGE AND MAINTAIN SUBSISTENCE	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____																																													
<p>PROCEDURES:</p> <ol style="list-style-type: none"> 1. Use this SURVEILLANCE GUIDE to evaluate Receipt & Storage Service. 2. Observe the delivery/receipt/acceptance process of subsistence on the date/time of delivery to the dining facility. 3. Compare performance to the specified standard 4. Document all deficient ratings in detail on this guide. 5. Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt <p>Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings.</p>																																														
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MANAGE AND MAINTAIN SUBSISTENCE				Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____
OTHER STANDARDS	SAT	DEF	NIA	EXPLANATION
Designated individual receives subsistence				
Perishable items are free of evidence of pest, rot & mold, evidence of re-freezing, thawing, slime, off color & odor				
Perishable subsistence is refrigerated upon receipt.				
Semi perishable items are free from severe dents, swells, severe rust, leaks, moisture & discoloration on packing				
Frozen foods tempered for use in accordance with food safety guidelines & protected from cross contamination.				
Bulk food items stored in original containers or in food-grade plastic liner/ingredient bin & labeled				
Bread for recipes used in accordance with first in first out, products for immediate consumption used in accordance with last in last out				
Subsistence ordered in accordance with menu requirements				
Emergency food subsistence inventories have been reconciled & are on file				
REMARKS:				
EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory Defect Evaluator’s Signature: _____ Contractor's Representative Signature: _____ Administrator’s signature: _____				

MSVH TRADITION SURVEILLANCE CHECKLIST:

FOOD PREPARATION SVC	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____																																				
<p>PROCEDURES:</p> <p>I. Use this SURVEILLANCE GUIDE to evaluate all Food Preparation Services (Mam Line, Short Order, Breakfast, Breakfast and Lunch Dinner Salad Bar, pastries and desserts).</p> <p>2. Observe the food/ingredient staging, preparation & cooking/baking process, and personnel hygiene & sanitation practices</p> <p>3. Compare performance to the specified standard</p> <p>4. Document all deficient ratings in detail on this guide.</p> <p>5. Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt.</p> <p>Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings.</p>																																					
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Approved recipes/ SOP's used for all products and meal prep																																					
Potentially Hazard Foods progressively prepared/cooked close to serving time & protected from cross contamination																																					
Poultry, dressings, & stuffed meats- fish-pastas cooked to 165°F or above for 15 sec																																					
Pork, comminuted fish & ground meats cooked to 155°F or above for 15 sec																																					
Whole muscle beef fish filets, and grill to order eggs cooked to 145°F or above for 15 sec or in accordance with food safety guidelines																																					
Leftovers to be served hot are reheated to 165°F or above within 2 hours of serving																																					
Temperatures of cooked items are tested using accurately calibrated stem and equipment thermometers. Food temp logs documented for each meal and all logs kept on file																																					
Not more than 4 of the remaining standards from the list below are found deficient during the evaluation period.																																					

MSVH TRADITION SURVEILLANCE CHECKLIST:

FOOD PREPARATION (CONTINUED)				
OTHER STANDARDS	SAT	DEF	N/A	EXPLANATION
Cooks minimize time PHFs are kept in temperature danger zone during preparation. Meal prepared in accordance with established menu and production schedule timeline.				
Short order grill items (Hamburgers, Grill Cheese, etc.) prepared in accordance with approved contract				
Breakfast grill to order items (Eggs, pancakes) prepared per resident request				
Required salads and salad bar toppings prepared in accordance with approved guidelines and established standard operating procedure.				
Scheduled breakfast items prepared in accordance with approved upon guidelines and established standard operating procedure.				
Breakfast, Lunch & Dinner pastry and desserts prepared in accordance with approved menu cycle.				
Raw fruits & vegetables washed prior to cooking & serving & protected from cross contamination				
Pre-prepared foods (in house) are labeled				
Hot potentially hazard foods are to be held in accordance to MSDH Food Code Regulations and for no more than 4-hrs from production, then discarded				
Leftovers to be served cold are offered for service once within 72hrs & discarded				
Personnel in clean & proper uniforms practicing good hygiene				
REMARKS:				
EVALUATION RESULTS: Overall Rating of This Evaluation: Satisfactory: _____ Defect _____ Evaluator's Signature: _____ Contractor's Representative Signature: _____ Administrator's signature: _____				

MSVH TRADITION SURVEILLANCE CHECKLIST:

FOOD SERVING	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____																																								
PROCEDURES: 1. Use this SURVEILLANCE GUIDE to evaluate Food Serving, to include set-up and break-down of serving 2. Evaluate the meal serving period, observe dinner flow to residents, observe the sanitation practices, & compare the food items on the serving line to the planned menu. 3. Compare performance to the specified standard. 4. Document all unsatisfactory ratings in detail on this guide. 5. Upon completion of the evaluation, explain the findings to the Manager/Assistant Manager and obtain signature to acknowledge copy receipt. Note: Signing the guide acknowledges receipt of this evaluation and does not indicate agreement with the findings.																																									
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MSVH TRADITION SURVEILLANCE CHECKLIST:

CLEANING OF KITCHENETTES	Building#: _____ Date: _____ Time of Evaluation – Start: _____ End: _____																																
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