

### Inspection Report

<b>Date:</b>		<b>Name of Inspector</b>	
<b>Purpose of Inspection:</b>	Compliance	Routine	Field Investigation
<b>Name of Event:</b>			
<b>Organizers Name:</b>			<b>Telephone:</b>
<b>Location of Event:</b>			
<b>Permits Requested:</b>			
	<b>Food PHF (Potentially Hazardous Food) Temperature/Time Requirements</b>	<b>Remarks</b>	
	1. Proper Cooling for Cooked/Prepare Food	Food should not be cooled more than 4 hours at 70F to 41F.	
	2. Cold Hold (41F /45F)	Hold cold food 41F or below. PHF held above 41F needs to be less than 4 hours	
	3. Hot Hold (140F)	PHF must be maintained at 140 F or greater than or equal to 41 F or below. PHF held below 140 F needs to be less than 4 hours.	
	4. Proper Cooking Temperatures per Potentially Hazardous Food	Meat and poultry products-cooked to minimum internal temp: poultry-165 F, ground meats and pork-155 F, and other meats-145 F	
	5. Rapid Reheating (165 F in 2 hours)	PHF must be reheated rapidly to 165 F or above for at least 15 seconds. Crockpot does not do this.	
<b>Food/Temperatures</b>			
	<b>Personnel/Handling/Source Requirements</b>	<b>Remarks</b>	
	6. Proper/Adequate Handwashing	When handwashing facilities are not available, the use of chemically treated towelettes are acceptable. UHSSL bathrooms serve as adequate handwashing facilities. Use of hand sanitizer should be used before putting on gloves. New gloves are needed if interruptions occur requiring the person to change jobs etc.	
	7. Good Hygienic Practices (Eating/Drinking/Smoking/Other)	Must wash hands after doing any of these activities	
	8. Proper Handling of Ready-To-Eat Foods	Wash hands and wear gloves when handling food	
	9. Cross-Contamination of Raw/Cooked Foods/Other	Ready to eat foods contaminated by raw potentially hazardous foods	
	<b>Facility and Equipment Requirements</b>	<b>Remarks</b>	
	10. Equipment Adequate to Maintain Product Temperature		
	11. Handwash Facilities Adequate and Accessible		
	12. Handwash Facilities with Soap and Towels		

13. No Evidence of Insect Contamination	
14. No Evidence of Rodents/Other Animals	
15. Thermometers Provided/Accurate/Properly Calibrated (plus or minus 2F)	
16. Food Contact Surfaces of Equipment and Utensils Cleaned/Sanitized/Good Repair	Use bleach solution to sanitize
17. Food Permits posted	
18. Open Flame permit posted (using BBQ, Toaster Oven, Sternos, or candles)	
19. Proper Disposal of Waste	
20. Washing Utensils/Dishes	Wash, rinse with running water, third sink sanitizing solution (bleach) 2 caps per gallon, air dry.
21. BBQ	Must be 25 ft. away from building. No cover over BBQ is required. Fire Extinguisher must be available. Have roaster or crockpot available to keep cooked food warm.
22. ICE	Ice held in bags until used/scoop used to dispense ice, No food stored in contact with water/ice
23. Single Serve Items	Provide single service articles (e.g. plastic knives, forks, spoons) to consumers.
24. Storage	Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.
25. Hair Restraint	All individuals working in the booth wearing effective hair restraint (e.g. baseball cap, hairnet, scarf).
26. Coolers	Coolers are in good condition and is clean
27. Self Serve Food	Provide tongs and have someone monitor area. Once food is set out you have approx. 4 hours from that time before you have to destroy the food. Cookies/Fruit have longer table life.
<b>Outside Caterers</b>	<b>Remarks</b>
1. Ask for a copy of their Food Managers Certificate (annually)	
2. Ask for their last food inspection (annually)	Can call the local Health Department to get the current inspection, but it is best to get from caterer.
3. Ask them to man table if serving to a large group	
<b>Potentially Hazardous Foods</b>	<b>1. Low in Acid, 2. High in Moisture, 3. High in Protein. Examples: Meats, beans, rice, butter, eggs, pies with cream and cheese cakes.</b>