



**DINING SERVICES INTERNAL OPERATIONS INSPECTION FORM
BOARD OPERATIONS (Includes Catering)**

Operation: _____
Today's Date: _____
Inspector/s: _____
Unit Manager: _____

O = ok; V = violation; NA = not applicable

I. POSTER REQUIREMENTS

O: 10
 V: 0
 Total: 10
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 "Equal Opportunity is the Law"				
2 "Colorado Anti-Discrimination Laws"				
3 "Notice to Workers (Unemployment)"				
4 "Notice To Employees (Work Comp)"				
5 "Warning (Work Comp 4-day notice)"				
6 "Safety in the Workplace"				
7 "Workplace Violence"				
8 "Drug-Free Workplace"				
9 "Family Leave Act" (Military Family Leave, FMLA)				
10 "Federal Minimum Wage"				
Other concerns:				

II. SAFETY PROCEDURES/DOCUMENTATION

O: 8
 V: 0
 Total: 8
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 *First Aid kit stocked				
2 *Fire extinguishers up to date				
3 MSDS book up to date, visibly available				
4 3-day record of samples kept in dead box				
5 All CO2 containers chained up				
6 Fire suppression system up to date				
7 Grease trap log is up to date				
8 Proper stacking of trays and equipment				
Other concerns:				

III. EQUIPMENT

O: 40
 V: 0
 Total: 40
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 *Hot holding carts				
2 *Can openers				
3 Deep fryers				
4 Grill				
5 Flat top				
6 Mixers				
7 Ovens				
8 Wok				
9 Pizza ovens				
10 Range top				
11 Steamers				
12 Slicers				
13 Choppers				
14 Steam kettles				
15 Broiler				

*ITEMS ARE CRITICAL AND SHOULD BE ADDRESSED WITH THE MANAGER IMMEDIATELY!

III. EQUIPMENT CONTINUED

	SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
16	Heat lamps				
17	Soup wells				
18	Drink machines/Drink coolers				
19	Toasters				
20	Microwave				
21	Ice machine				
22	Coffee machines				
23	Tilt kettles				
24	<i>*Hot holding surfaces</i>				
25	Pasta cooker				
26	Salad bar				
27	<i>*Cold carts</i>				
28	Milk machines				
29	Rice cooker				
30	Ice cream machine				
31	Chiller				
32	Reach through hot holding unit				
33	Reach through cold holding unit				
34	Hot wells				
35	Cold wells				
36	Cutter/mixer				
37	Dough roller				
38	Dough rounder				
39	Rounder/Proofer				
40	Salamander				
	Other concerns:				

*****should be clean, sanitized, operational, calibrated, and being used for intended purpose***

IV. REFRIGERATION (If there were violations, please note which cooler was the problem)

O: 15
V: 0
Total: 15
Score: 100%

	SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1	<i>*Temperatures are below 40 degrees</i>				
2	Temperature sheets present, up to date				
3	Floors are clean				
4	Shelves are clean				
5	Ceiling is clean				
6	Food is organized				
7	Gaskets are clean of food/debris				
8	<i>*Food is 6 inches off the floor</i>				
9	Products are labeled				
10	Food is covered/wrapped/in bags				
11	FIFO/correct rotation system is being used				
12	<i>*Cross-contamination issues</i>				
13	Cooling units are not blocked				
14	Walk-in Plastic Screens are clean				
15	Under counter cooler temps done by servers				
	Other concerns:				

V. FACILITY CLEANLINESS

O: 23
 V: 0
 Total: 23
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Floors are clean, under tables clean				
2 Floor drains are clean of debris				
3 <i>*Air gaps maintained on all water sources</i>				
4 Garbage disposals clean and operational				
5 Shelves clean and organized				
6 Empty boxes removed from production area				
7 Garbage cans properly lined/not overflowing				
8 <i>*Evidence of rodents or insects</i>				
9 <i>*Chemicals away from food/production</i>				
10 Light fixtures are clean/operational				
11 Electrical panels easily accessible				
12 Ceiling clean and free of holes				
13 Ventilation is clean				
14 Hood system is clean				
15 Sinks clean and sanitized				
16 <i>*Hand soap and towels available</i>				
17 Mop closet clean and organized				
18 Bathroom is clean				
19 GTG area is clean				
20 Hallway is clean				
21 Tables and chairs are clean				
22 Fans in the kitchen are free of dust				
23 Biohazard container is lined/not overflowing				
Other concerns:				

VI. SANITATION PRACTICES

O: 22
 V: 0
 Total: 22
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Thermometers present/available				
2 Food temps taken, recorded at correct intervals				
3 Tasting spoons present at workstation				
4 Sanitation buckets present at workstation				
5 Towels kept in sanitation bucket				
6 <i>*Food is being thawed properly</i>				
7 <i>*Food is cooled properly</i>				
8 <i>*Workers wash hands regularly</i>				
9 <i>*Gloves used in prep/service of ready-to-eat food</i>				
10 <i>*Employee beverages covered & properly stored</i>				
11 Work areas are clean and organized				
12 <i>*Hot food is held at minimal 140 degrees</i>				
13 <i>*Cold food is held at 41 degrees or below</i>				
14 <i>*Food cooked to proper internal temp.</i>				
15 Sneeze guards present at self-serve station				
16 Service areas are clean				
17 <i>*Handles kept out of the food</i>				
18 Servers wear gloves, or use patti paper, if allowed				
19 <i>*Evidence of cross-contamination</i>				
20 Garbage cans washed regularly				
21 Utensils not in sinks				
22 Thermometers sanitized before and after use				
Other concerns:				

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VII. DRY STORAGE

O: 12
 V: 0
 Total: 12
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 *Temperature is between 50-70 degrees				
2 Ceiling is free of holes and clean				
3 Floors are clean				
4 *Signs of rodents or infestation				
5 *Dented cans				
6 Products are labeled and dated				
7 FIFO or other correct rotation system is used				
8 Shelves are cleaned and organized				
9 Items are covered or wrapped				
10 *Food is 6 inches off floor				
11 Proper ventilation is present and working				
12 Bread is stored properly				
Other concerns:				

VIII. FREEZER (If there were violations, please note which freezer was the problem)

O: 14
 V: 0
 Total: 14
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 *Temperatures are 0 degrees or below				
2 Temperature sheets present, up to date				
3 Floors are clean and free of ice				
4 Shelves are clean				
5 Ceiling is clean				
6 Food is organized				
7 Gaskets are clean of food/debris				
8 *Food is 6 inches off the floor				
9 Products are labeled				
10 Food is covered				
11 FIFO system is being used				
12 *Cross-contamination issues				
13 Cooling units are not blocked				
14 Walk-in plastic screens are clean				
Other concerns:				

IX. LOADING DOCK/DUMPSTER/COURTYARD

O: 8
 V: 0
 Total: 8
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Dock is clean				
2 Garbage is properly in disposal				
3 Boxes are broken down, crates are stacked				
4 Grease bins filled to proper capacity				
5 Grease bins accessible for grease disposal				
6 Grease containment unit clean, no standing water				
7 Compactor is working correctly				
8 Propane tanks are locked				
Other concerns:				

X. DISH ROOM/DISH MACHINE

O: 8
 V: 0
 Total: 8
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Floors are free of excess water				
2 *Different people handle clean/dirty dishes				
3 *Pre-wash temp is at 140 degrees or higher				
4 *Wash temp is at 160 degrees or higher				
5 *Rinse temp is at 180 degrees or higher				
6 Dish machine is clean, fully operational				
7 Pulper is clean, no smells				
8 Test sheet present and recorded				
Other concerns:				

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XI. POTS AND PANS ROOM

O: 6
 V: 0
 Total: 6
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Test strips are present				
2 Sanitizer is accurate in 3 compartment sink				
3 Floors are free of excess water				
4 Pots and pans/dishes are being dried properly				
5 Pots and pans are stacked/stored properly				
6 Proper cleaning procedures are followed				
Other concerns:				

XII. PERSONAL HYGIENE

O: 8
 V: 0
 Total: 8
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Required uniforms worn by all employees				
2 Clean, presentable clothing				
3 Clean aprons				
4 Proper close-toed, close heeled shoes				
5 *Hair restraints				
6 No visible jewelry				
7 Fingernails clean, no acrylic or painted nails				
8 Staff clean-shaven or beard nets worn				
Other concerns:				

****Personnel includes:** DS1, DS2, DS3, DS4, all Cook categories, AM/PM Grill, Bakers, Kitchen Assistants, Servers, Dish Room/Pots & Pans/Deli staff, Utility Workers, anyone in production or food service areas.

XIII. EMERGENCY PREPAREDNESS

O: 3
 V: 0
 Total: 3
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Batteries charged for flash lights				
2 Proper inventory of supplies on hand				
3 Quick Reference Guide properly posted				
Other concerns:				

XIV. CATERING EQUIPMENT/STORAGE (for UC inspection ONLY)

O: 14
 V: 0
 Total: 14
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Catering decos properly stored				
2 Shelves clean				
3 Pitchers/carafes clean, properly stored				
4 Glass serving bowls clean, properly stored				
5 Punch bowls clean, properly stored				
6 China clean, properly stored				
7 Plate covers clean, properly stored				
8 Baskets clean, properly stored				
9 Cambro hot carriers clean, properly stored				
10 Air voids clean, properly stored				
11 Coffee urns clean, properly stored				
12 Silverware clean, properly stored				
13 Hoffmans clean, properly stored				
14 Hot Holding carts clean, properly stored				
Other concerns:				

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XV. CATERING SERVERY (MAIN, BALLROOM, PANO) (for UC inspection ONLY)

O: 11
 V: 0
 Total: 11
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Linen organized, stored properly				
2 Glassware				
3 Sink clean and sanitized				
4 Hand soap and towels available				
5 Coffee Machine				
6 Iced Tea Machine				
7 Cupboards clean & organized				
8 Trash cans				
9 Ice machine				
10 Chaffers clean, properly stored				
11 Catering serving carts clean, properly stored				
Other concerns:				

SCORING

- 100% I. Posters
- 100% II. Safety Procedures/Documents
- 100% III. Equipment
- 100% IV. Refrigeration
- 100% V. Facility Cleanliness
- 100% VI. Sanitation Practices
- 100% VII. Dry Storage
- 100% VIII. Freezer
- 100% IX. Loading Dock/Dumpster
- 100% X. Dish Room
- 100% XI. Pots and Pans Room
- 100% XII. Personal Hygiene
- 100% XIII. Emergency Preparedness
- 100% XIV. Catering Equipment/Storage
- 100% XV. Catering Servery
- 100% Average Score This Inspection**

Inspector Signature:

Unit Manager Signature:

*****Items are critical & should be addressed with a manager immediately.** The categories will automatically score when entered into the spreadsheet. Please return the original inspection form to the Safety & Sanitation Team Chair (currently Chef Aran Essig, TK room 120).

0% Average Score Last Inspection (date)

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