

### kitchen Checklist

Date: .../.../.... ..... Total check list standards= -----Total fulfilled check list standards=-----Compliance %=-----

	DISCRIPTION	YES	NO	N/A	COMMENTS
1.	Patient food preparation areas is located adjacent to delivery, interior transportation, and storage facilities.				
2.	<b>The receiving and control of incoming dietary supplies area is</b> - Separated from the general receiving area				
3.	- Contain a control station and a breakout area for loading and weighing supplies.				
4.	<b>Food preparation work spaces</b> -Spaces are provided for food preparation, cooking, and baking and close as possible to the user (i.e., tray assembly and dining).				
5.	-Additional spaces is provided for thawing and portioning.				
6.	-The patient tray assembly area is close to the food preparation and distribution areas.				
7.	<b>Food service carts</b> -The cart distribution system is provided, with spaces for storage, loading, distribution, receiving, and sanitizing of the food service carts. The cart traffic is designed to eliminate any danger of cross-circulation between				
8.	- Outgoing food carts and incoming, soiled carts, and the cleaning and sanitizing process not to be through food processing areas.				
9.	Dining space(s) is provided for staff and separated from the food preparation and distribution areas				
10.	Area for receiving, scraping, and sorting soiled tableware is adjacent to ware-washing and separate from food preparation areas.				
11.	Designed to prevent contamination of clean wares with soiled wares through cross-traffic.				
12.	The clean wares transferred for storage or use in the dining area without having to pass through food preparation areas				

	DISCRIPTION	YES	NO	N/A	COMMENTS
13.	Include multi-compartmented sinks of adequate size for the intended use, convenient to the using service.				
14.	Hot water is supplemented to clean pots and pans by booster heater, steam jet, or other appropriate means.				
15.	Mobile carts or other provisions are made for drying and storing pots and pans.				
16.	Hand wash basin, liquid soap and paper towels are available .				
17.	Disposable lent free towel is used for cleaning and drying the equipment and surfaces.				
18.	Cleaning materials used in the kitchens are stored separate from other ward cleaning equipment.				
19.	Cleaning materials are color coded and the correct color is in use.				
20.	All opened food (e.g. cereal) is stored in pest proof containers in the dry store.				
21.	Food items in the store room are kept according to expiry date order on shelves.				
22.	Patient's food sample kept in a separate fridge & labeled with name and date for 72hrs				
23.	Food in the refrigerator is within the expiry date.				
24.	Separate storage areas need to be provided for frozen raw meat- frozen raw fish- milk- fruits & fresh vegetables-frozen vegetables-bread- canned and dehydrated foods.				
25.	Equipment in the preparation area (eg, mincers, mixers and blenders are properly cleaned)				
26.	The refrigerator is used for food products only .				
27.	The refrigerator temperature is between 0 and 5C° (by electronic probe).				
28.	Freezer temperature is below -18 C° (by electronic probe).				
29.	The kitchen is free from infestation.				
30.	Color coding for the knives & cutting board				
31.	Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots				
32.	Fly screens are in place where required				
33.	Fixtures, surfaces and appliances are free of grease, dirt, dust, deposits, marks, stains and cobwebs				
34.	Shelves, cupboards and drawers are clean inside and out and are free from damage, dust litter or stains and in a good state of repair				

	<b>DISCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
35.	Kitchen trolleys are clean and in a good state of repair				
36.	Refrigerators/freezers are clean and free of ice build up				
37.	House keeper personal protective equipment is being used appropriately as mask-head cap-plastic apron and gloves .				
38.	Valid health card for personnel				
39.	Food handlers maintain a high degree of personal hygiene and cleanliness with no obvious infections eg. Skin infection				
40.	Floors always kept dry, free of dust, grit, litter, marks, water or other liquids.				
41.	Bathroom is cleaned ,equipped well with hand washing facilities				
42.	The drains are smooth and well covered				
43.	The dishwashers are clean and well maintained.				
	<b>Total</b>				

Completed by: ----- Nurse in charge: -----