

Kitchen Tracer Survey Guide

This tool is used by surveyors when performing the evaluation of dietary services and kitchen area.

YES	NO		YES	NO	
		Does the org have the following written policies CMS 482.28 A-6018			Does staff have appropriate competencies/skill sets for food/nutrition services? <i>Consider patient assessments, care plans, etc.</i> HR.01.06.01 EP 5 and HR.01.05.01 EP 6
<input type="checkbox"/>	<input type="checkbox"/>	Meal frequency? PC.02.01.01 EP 1 and PC.02.02.03	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Diet ordering/patient tray delivery system? PC.02.02.03 EP7 and PC.02.01.03 EP1 for diet ordering	<input type="checkbox"/>	<input type="checkbox"/>	Diet Manual; approved by medical staff/dietitian & current? <i>Needs to have been published/ revised within last 5 years</i> PC.02.02.03 EP22
<input type="checkbox"/>	<input type="checkbox"/>	Non-routine occurrences? <i>e.g. parenteral nutrition, change in diet orders, early/late trays</i> PC.01.02.01 EP3	<input type="checkbox"/>	<input type="checkbox"/>	Do menu options meet patient needs & consider personal preference? PC.02.02.03 EP9
<input type="checkbox"/>	<input type="checkbox"/>	QAPI/IC program; integration of food/dietetic service? IC.02.01.01 EP 1, PC.02.02.03 EP 6 and PC.02.02.03 EP 11	<input type="checkbox"/>	<input type="checkbox"/>	Does the organization have a full-time qualified dietitian or other qualified professional? <i>If a dietitian or other qualified professional is not full-time, interview staff to determine adequacy of the dietary director's qualifications.</i> HR.01.02.05 EP2
<input type="checkbox"/>	<input type="checkbox"/>	Hygiene Practices for food service personnel? IC.02.01.01, EP1			
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen sanitation? IC.02.01.01 EP1, PC.02.02.03 EP 6			Determine the relationship between the Dietary Director, & Lead Dietitian if the director is not a dietitian. Review the job descriptions—are their responsibilities clearly defined? CMS requirement for both roles to have necessary experience to serve population HR.01.01.01 EP 1 and HR.01.01.01 EP 3
		Did service director ensure the following policies/procedures CMS 482.28(a)(1) A-0620: LD.04.01.05 EP3 & HR.01.02.05 EP 2	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Safe food handling? PC.02.02.03 EP6	<input type="checkbox"/>	<input type="checkbox"/>	ServSafe certification/license; if required, do the appropriate staff members have this? HR.01.01.01 EP3
<input type="checkbox"/>	<input type="checkbox"/>	Emergency food supplies? EM.12.02.09 EP3	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Orientation, assignments, supervision & personnel performance? HR.01.04.01, HR.01.06.01, HR.01.07.01	Advanced: You can ask for recent health department inspection to provide baseline for whether issues are ongoing or isolated.		
<input type="checkbox"/>	<input type="checkbox"/>	Menu planning, purchasing, & essential record retention?			

PHYSICAL ENVIRONMENT					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are areas kept clean/sanitary? IC.02.01.01 EP1	<input type="checkbox"/>	<input type="checkbox"/>	Is the area free of any signs of pests ? If there are pests, has the organization taken steps to address the issue? EC.02.06.01 EP20
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen equipment; is it in safe operating condition? If there is an issue, does the staff have a plan to address it? <i>Manufacturer's recommended periodic maintenance schedule or an acceptable Alternate Equipment Management (AEM) program should be followed.</i> EC.02.06.01 EP26	<input type="checkbox"/>	<input type="checkbox"/>	Is cookware/dishware stored in a clean, dry location? <i>Food contact surfaces should be protected from splash, dust, other contamination, etc. typically being stored at least 18" from the floor. There is no requirement for a solid bottom shelf for storage of food or cooking equipment. The HCO determines how such containers will be protected from splash, etc. Use of solid bottom shelving is an example of a strategy that would be used.</i> IC.02.01.01 EP1 & PC.02.02.03 EP 11
<input type="checkbox"/>	<input type="checkbox"/>	<u>Intentionally left blank</u>	<input type="checkbox"/>	<input type="checkbox"/>	Are dishes/utensils air dried to prevent cross-contamination? IC.02.01.01 EP1
<input type="checkbox"/>	<input type="checkbox"/>	Is garbage/refuse properly disposed of? EC.02.02.01 EP19	<input type="checkbox"/>	<input type="checkbox"/>	Are wet wiping cloths stored in an approved sanitizing solution & washed daily? IC.02.01.01 EP1
<input type="checkbox"/>	<input type="checkbox"/>	Are sinks clear from items that can be contaminated from splashes? <i>e.g. paper-wrapped straws</i> IC.02.01.01 EP 4	<input type="checkbox"/>	<input type="checkbox"/>	Are food carts clean & in good repair? <i>They should be sanitized after every meal.</i> IC.02.01.01 EP1
			Advanced: You can ask a question regarding pest control services that have been accomplished.		

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REFRIGERATOR					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator temps: have they been monitored? PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is uncooked food (chicken or other meat) stored away from cooked food to prevent contamination? e.g. <i>not stored over cooked food</i> PC.02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Are frequency of temp checks & limits (41° or lower) maintained as per policy? PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is prepared food covered & labeled with expiration date? PC.02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Is there a process if the temp is inadequate? <i>If possible, PC.02.02.03 EP11 validate the process was followed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Are open containers labeled with expiration date? PC.02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Is there pre-cooked food in the cooling process? Is the organization meeting requirements? <i>Food should be cooled to 70° within 2 hours & to 41° within 4 & total cooling time should not exceed 6 hours.</i> PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Are there any expired items ? PC.02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Is food stored away from soiled areas & rust? PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is the locking mechanism on the door in proper working condition? EC.02.06.01 EP26
<input type="checkbox"/>	<input type="checkbox"/>	Is food stored to allow for ventilation? PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is there a process/mechanism in place to prevent staff from being locked in? Can the mechanism be accessed, & is it in working order? <i>It shouldn't be blocked or have any ice buildup.</i> Score EC 02.06.01 EP 26 (OSHA 1910.36(d)(1)(4))
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Is staff aware of how to use safety process/mechanism in emergency? HR.01.04.01 EP 1

DRY STORAGE					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any expired items ? PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is the area clean, dry, & well ventilated? <i>This will help with humidity & prevent growth of mold/bacteria.</i> PC.02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Are canned goods properly sealed? PC.02.02.03 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is food stored away from sources of heat/light? <i>This helps preserve shelf life.</i> PC.02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Does the kitchen have food storage items/plans for disaster preparedness ? <i>A 96-hour stockpile isn't required for emergency operations. The kitchen should have a role in response to an event, & it should correspond with the organization's Emergency Operations Plan.</i> EM.12.02.09 EP3	<input type="checkbox"/>	<input type="checkbox"/>	Are food containers stored off the floor & away from walls to allow for adequate circulation? e.g. 6" above floor, protected from splashes. . <i>There is no requirement for a solid bottom shelf for storage of food or cooking equipment. The HCO determines how such containers will be protected from splash, etc. Use of solid bottom shelving is an example of a strategy that would be used.</i> PC.02.02.03 EP11

FOOD PREP ASSESSMENT - Interview					
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>	Foodborne illness; does the organization take prevention measures? Question if cases have occurred/been resolved. IC.01.03.01 EP1			Advanced: Ask about ladle size & how to determine appropriate proportions.
<input type="checkbox"/>	<input type="checkbox"/>	Sick employees or those with open wounds; is there a procedure for them? PC.02.02.03 EP6 or IC.02.01.01 EP 2			Advanced: Conduct HAZMAT tracer for corrosive lime-a-way used for decalcifying automated dishwashers. Assess adequacy of eyewash station, PPE usage, SDS, staff knowledge, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Thawing food; is there a process? <i>Validate the staff is following the process during observation. Food should not be thawing at room temperature & can be thawed under cold running water or the refrigerator.</i> PC.02.02.03 EP6			

FOOD PREP ASSESSMENT - Observation					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Hand hygiene ; is staff using proper practices; e.g. <i>washing after touching face or hair</i> PC.02.02.03 EP 6	<input type="checkbox"/>	<input type="checkbox"/>	Monitor food temp checks for hot & cold items PC.02.02.03 EP 6
<input type="checkbox"/>	<input type="checkbox"/>	Are hand washing facilities separate from ones used for food prep? EC.02.06.01 EP1	<input type="checkbox"/>	<input type="checkbox"/>	Review temp logs – did staff maintain logs for each service? Is the process for monitoring temps sufficient? <i>Temps are usually logged at start, midpoint & end if meal service is extended. Ensure adequate process for Potentially Hazardous Foods (PHF) and Time/Temp Controlled for Safety (TCS) Foods</i>
<input type="checkbox"/>	<input type="checkbox"/>	Gloves ; do staff use when appropriate to prevent contamination? e.g. <i>handling raw meat or ready-to-eat foods</i> PC.02.02.03 EP6	<input type="checkbox"/>	<input type="checkbox"/>	Mid meal checks ; does the staff know when these are required? HR.01.04.01 EP 3
<input type="checkbox"/>	<input type="checkbox"/>	Hair nets ; are all staff members wearing? PC.02.02.03 EP6	Final cooking temps should be as follows: PC.02.02.03 EP 6		
<input type="checkbox"/>	<input type="checkbox"/>	Cutting boards/prep surfaces ; are they cleaned properly to avoid contamination? e.g. one for meat, one for veggies & sanitized between uses IC.02.01.01 EP1 Does the staff use clean utensils with bulk foods/ice? PC.02.02.03 EP6	<input type="checkbox"/>	<input type="checkbox"/>	Poultry - 165°
<input type="checkbox"/>	<input type="checkbox"/>	Evaluate dishwasher temps/chemical monitoring processes IC.02.01.01 EP 1	<input type="checkbox"/>	<input type="checkbox"/>	Ground meat, ground fish, eggs - 155°
<input type="checkbox"/>	<input type="checkbox"/>	Does dishwasher maintain wash and rinse temperatures in accordance with manufacturers requirements? EC.02.05.05 EP5	<input type="checkbox"/>	<input type="checkbox"/>	Fish & other meat - 145°
<input type="checkbox"/>	<input type="checkbox"/>	Does the organization have a process if the temps are out of range ? <i>Validate process was followed if discrepancy is noted.</i> EC.02.05.05 EP5 (lack of a response to an equipment malfunction – temps and/or chemical based upon manufacturer requirements)	<input type="checkbox"/>	<input type="checkbox"/>	Precooked, cooled, then reheated - 165°
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Hot food hold temp - 135° or higher
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Cold food hold temp - 41° or below
<input type="checkbox"/>	<input type="checkbox"/>				Intentionally left blank
<input type="checkbox"/>	<input type="checkbox"/>				Intentionally left blank

FREEZER PC.02.02.03 EP11 for food storage					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Freezer temps ; have they been monitored?	<input type="checkbox"/>	<input type="checkbox"/>	Is the freezer free of any ice buildup? EC 02.06.01 EP 26
<input type="checkbox"/>	<input type="checkbox"/>	Are frequency of checks & temp limits maintained as per policy? <i>Temps should ensure that food remains solid.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Are items labeled appropriately with expiration dates ? <i>There should be no expired items</i> PC 02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Is there a process if the temp is inadequate? <i>If possible, validate the process was followed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	If there is pre-cooked food , is the cooling process sufficient? <i>See refrigerator note above</i> PC 02.02.03 EP11
<input type="checkbox"/>	<input type="checkbox"/>	Is food stored away from soiled areas & rust?	<input type="checkbox"/>	<input type="checkbox"/>	Is the locking mechanism on the door in proper working condition? EC.02.06.01 EP26
<input type="checkbox"/>	<input type="checkbox"/>	Is food stored to allow for ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	Is there a process/mechanism in place to prevent staff from being locked in? Can the mechanism be accessed, & is it in working order? <i>It shouldn't be blocked or have any ice buildup.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Is the freezer free from any signs of freezer burn/food discoloration ?	<input type="checkbox"/>	<input type="checkbox"/>	Is staff aware of how to use safety process/mechanism in emergency? HR.01.04.01 EP 1
<input type="checkbox"/>	<input type="checkbox"/>	Are raw foods stored properly? <i>There should be no signs of them dripping on other foods.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

LIFE SAFETY					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is the kitchen in good repair? e.g. lack of broken floor tiles, delamination, flaking walls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	Are the gaskets intact for kitchen entry/delivery doors to prevent entry from pests? EC.02.06.01 EP1
<input type="checkbox"/>	<input type="checkbox"/>	Do sprinkler heads have adequate 18" clearance? <i>Ensure racks perpendicular to walls do not encroach 18" open space for sprinklers.</i> NFPA 101-2012: 18.3.5.1; 19.3.5.3; 9.7.1.1; NFPA 13-2010: 8.5.5.2; 8.5.5.2.1; 8.5.5.3 LS.02.01.35 EP6	<input type="checkbox"/>	<input type="checkbox"/>	Eyewash/shower station ; if required, is it in good working order & located away from hazards? EC.02.02.01 EP5
Evaluate sprinkler head obstructions in BOTH refrigerators & freezers. Be wary of surface mounted fluorescent light fixtures close to sprinkler heads as this does not follow the 18" rule. Refer to attachment for specific criteria.			<input type="checkbox"/>	<input type="checkbox"/>	Can staff access eyewash station within 10 seconds of hazardous material storage/usage area? EC 02.02.01 EP5
<input type="checkbox"/>	<input type="checkbox"/>	Soda fountain machine ; is the CO2 secured? EC 02.06.01 EP 1	<input type="checkbox"/>	<input type="checkbox"/>	Has the eyewash inspection log been kept up to date? EC 02.02.01 EP5
<input type="checkbox"/>	<input type="checkbox"/>	Are sewage/pipelines free from signs of water damage? EC 02.06.01 EP 1	<input type="checkbox"/>	<input type="checkbox"/>	Natural gas ; does the organization use this?
<input type="checkbox"/>	<input type="checkbox"/>	Deep fat fryer ; is there a K fire extinguisher within 30'? NFPA 96-2011 10.10.1; NFPA 10-2010, 6.6.1; 6.6.2 LS.02.01.35 EP11	<input type="checkbox"/>	<input type="checkbox"/>	Is a gas valve accessible for emergency shutoff & do staff know its location/operation? EC.02.05.05 EP6/ EC 03.01.01 EP2
<input type="checkbox"/>	<input type="checkbox"/>	Deep fat fryer ; is it installed with at least a 16" space between the fryer & surface flames from adjacent cooking equipment? NFPA 96-2011 12.1.2.4 LS.02.01.30 EP26	<input type="checkbox"/>	<input type="checkbox"/>	Is emergency shutoff valve properly labeled? EC.02.05.01 EP9
<input type="checkbox"/>	<input type="checkbox"/>	K fire extinguisher placard identifying need to activate the fixed suppression (ansul) system before using the extinguisher? NFPA 96-2011 10.2.2 LS.02.01.35 EP11			Evaluate the hood system
<input type="checkbox"/>	<input type="checkbox"/>	Suppression system ; does staff know how to use it? <i>Instructions for manual operations should be conspicuously posted & reviewed by staff.</i> NFPA 96-2011 11.1.4 EC.03.01.01 EP1	<input type="checkbox"/>	<input type="checkbox"/>	Is the hood clean with no grease buildup? NFPA 96-2011 11.6.2 LS.2.01.30 EP26
<input type="checkbox"/>	<input type="checkbox"/>	Compressed gas cylinders ; are they properly secured? NFPA 99-2012 11.3; 11.6.2.3 EC.02.05.09 EP12	<input type="checkbox"/>	<input type="checkbox"/>	Are the steel filter baffles all installed with no gaps & are they in the proper direction? NFPA 96-2011 6.2.3.1; 6.2.3.5 LS.2.01.35 EP14
			<input type="checkbox"/>	<input type="checkbox"/>	Is grease producing equipment located properly under the hood? NFPA 96-2011 5.2 LS.2.01.35 EP14
			<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishing heads pointed properly toward the cooking surface? LS 02.01.35 EP 14
			<input type="checkbox"/>	<input type="checkbox"/>	Electrical panels ; are they clear from obstruction? <i>There should be 36"</i> EC.02.05.05 EP6
			<input type="checkbox"/>	<input type="checkbox"/>	Fire Evacuation & Relocation Plan ; is the staff knowledgeable? NFPA 101-2012: 18/19.7.1; 7.2 EC.03.01.01 EP2