

# Food Services Facilities Inspection

## 906.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and inmates.

## 906.2 POLICY

It is the policy of the Milwaukee County Sheriff's Office that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled documented inspections, both by facility staff and by an independent third party as required by law (Wis. Admin. Code DOC § 350.11).

## 906.3 CLEANING AND INSPECTIONS BY STAFF

The food services manager shall ensure that all equipment, appliances and utensils in the food preparation areas and dining areas are inspected monthly (Wis. Admin. Code DOC § 350.11(4)). Adequate hot and cold water should be available in the kitchen. The water temperature of all fixtures should be checked and recorded weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A documented cleaning schedule for each food services area shall be developed and posted for easy reference by staff, and shall include areas such as floors, walls, windows and vent hoods (Wis. Admin. Code DOC § 350.11(5)). Equipment, such as chairs, tables, fryers and ovens, should be grouped by frequency of cleaning as follows:

- After each use
- Each shift
- Daily
- Weekly
- Monthly
- Semi-annually
- Annually

The food services manager is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules. At the direction of the Jail Commander or the authorized designee, the food services manager shall take prompt action to correct any identified problems.

### 906.3.1 SAFETY INSPECTION CHECKLIST

The following items should be part of the monthly documented inspection (Wis. Admin. Code DOC § 350.11(4)):

# Milwaukee County Sheriff's Office

## Custody Manual

### *Food Services Facilities Inspection*

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- Lighting is adequate and functioning properly.
- Ample working space is available.
- Equipment is securely anchored.
- There are suitable storage facilities, minimizing the risk of falling objects.
- Floors are clean, dry, even and uncluttered.
- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- Fire extinguishers and sprinkler systems are available, not expired and are tested regularly.
- The food preparation area has good ventilation.
- Furniture and fixtures are free from sharp corners, exposed metal and splintered wood.
- All electrical equipment is in compliance with codes and regulations.
- All workers wear safe clothing, hair coverings, gloves and protective devices while working.
- All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety.
- All ranges, ovens and hot holding equipment are clean and in good operating condition.
- Mixers and attachments are clean and in good operating condition.
- Dishwashing machines are clean and in good operating condition, and proper chemicals are in use.
- Water temperatures for hand sinks, ware washing sinks and dishwashing machines meet minimum acceptable temperatures (Wis. Admin. Code DOC § 350.11(17)).
- Appropriate hand-washing stations are provided.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- All temperature charts and testing documents are current, accurate and periodically reviewed and verified by the food services manager.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

### *Food Services Facilities Inspection*

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#### **906.4 CONTRACTING FOR INSPECTION**

The food services manager is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.

The food services manager shall contract with an independent, outside source for a documented annual inspection of the food services facilities and equipment, to ensure that established state and local health and safety codes have been met (Wis. Admin. Code DOC § 350.11(3)).

Documentation of the inspections, findings, deficiencies, recommended corrective actions and verification that the corrective standards were implemented will be maintained by the facility in accordance with established records retention schedules.

A contract for services from an independent and qualified inspector should include, but is not limited to, the following components:

- (a) The inspector should conduct a pre-inspection briefing with the food services manager and other appropriate personnel to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.
- (b) The inspector should audit the policies and procedures of the food services operation.
- (c) During the course of the inspection, the inspector should study and report on whether the following meet acceptable standards:
  - 1. Walls, ceilings and floors are in good condition, smooth and easily cleanable.
  - 2. The kitchen layout is properly designed to avoid cross-contamination.
  - 3. The kitchen is properly lighted and ventilated.
  - 4. The temperature-controlled storage areas are in good operating condition and proper temperatures are being maintained.
  - 5. Dry foods are properly stored off the floor, away from the walls and ceilings.
  - 6. There is no sign of pest infestation.
  - 7. All equipment is properly maintained, in a sanitary condition and is certified by one of the American National Standards Institute certification agencies (e.g., Underwriters Laboratories, Extract, Transform and Load, or the National Science Foundation product certification mark).
  - 8. The dishwashing equipment is clean, in good operating condition and maintains proper washing and rinsing temperatures.
  - 9. There is no evidence of cross-contamination between the potable and contaminated water systems.
  - 10. The ware washing area is clean and supplied with proper chemicals and Safety Data Sheets.
  - 11. The food is properly stored, labeled and rotated according to first-in first-out procedures.

# Milwaukee County Sheriff's Office

## Custody Manual

### *Food Services Facilities Inspection*

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12. The food services staff and inmate workers are wearing clean uniforms and practice proper personal hygiene.
13. All food services workers are trained for proper food handling and there is a person in charge who is responsible for the food safety of the facility.
14. Appropriate hand-washing stations are provided.

Any deficiencies should be noted by the inspector in his/her inspection report and recommendations made for corrective action.

At the exit interview the inspector should cite any violations according to the government health and safety codes.

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The food services manager should provide the Jail Commander or the authorized designee with a plan to implement the recommended corrections in a timely manner and schedule a post-correction inspection with the original independent inspector.