

UNIVERSITY of  
**NORTHERN COLORADO**



**DINING SERVICES INTERNAL OPERATIONS INSPECTION FORM**  
**RETAIL DINING**

**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: 6  
V: 0  
Total: 6  
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 All CO2 containers chained up				
5 Fire suppression system up to date				
6 Proper stacking of trays and equipment				
Other concerns:				

**III. EQUIPMENT**

O: 25  
V: 0  
Total: 25  
Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 *Hot holding carts				
2 *Can openers				
3 Heat lamps				
4 Soup wells				
5 Drink machines/Drink coolers				
6 Toasters				
7 Microwave				
8 Ice machine				
9 Coffee machines				
10 Blenders				
11 Condiment cooler				
12 Pastry case/cooler				
13 Refrigerators				
14 Espresso machine				
15 Bagel slicer/knife and cutting board				
16 Nescafe machine				

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

**III. EQUIPMENT CONTINUED**

	SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
17	Coffee grinders				
18	Steam line				
19	Steam cabinet				
20	Cold line				
21	Rethermalizer				
22	Quesadilla machine/steamer				
23	Iced tea holder				
24	Nacho cheese dispenser				
25	Hot dog cooker				
26					
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: 13  
 V: 0  
 Total: 13  
 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				
Other concerns:					

**V. FACILITY CLEANLINESS**

O: 21  
 V: 0  
 Total: 21  
 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	Sinks clean and sanitized				
15	<i>*Hand soap and towels available</i>				
16	Mop closet clean and organized				
17	Sanitizer is present and available				
18	Hallway is clean				
19	Tables and chairs are clean				
20	Fans in the kitchen are free of dust				
21	Biohazard container is lined/not overflowing				
Other concerns:					

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**VI. SANITATION PRACTICES**

O: 17  
 V: 0  
 Total: 17  
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Thermometers present/available				
2 Food temps taken, recorded at correct intervals				
3 Sanitation buckets present at workstation				
4 Towels kept in sanitation bucket				
5 <i>*Food is being thawed properly</i>				
6 <i>*Workers wash hands regularly</i>				
7 <i>*Gloves used in prep/service of ready-to-eat food</i>				
8 <i>*Employee beverages covered &amp; properly stored</i>				
9 Work areas are clean and organized				
10 <i>*Hot food is held at minimal 140 degrees</i>				
11 <i>*Cold food is held at 41 degrees or below</i>				
12 <i>*Food cooked to proper internal temp.</i>				
13 Service areas are clean				
14 <i>*Handles kept out of the food</i>				
15 Servers wear gloves, or use patti paper, if allowed				
16 <i>*Evidence of cross-contamination</i>				
17 Garbage cans washed regularly				
Other concerns:				

**VII. DRY STORAGE**

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

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

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

O: 13  
 V: 0  
 Total: 13  
 Score: 100%

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 <i>*Temperatures are 0 degrees or below</i>				
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 <i>*Food is 6 inches off the floor</i>				
9 Products are labeled				
10 Food is covered				
11 FIFO system is being used				
12 <i>*Cross-contamination issues</i>				
13 Cooling units are not blocked				
Other concerns:				

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**XI. DISH ROOM/DISH AREA**

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

SCORING CATEGORY	O	V	NA	AREA/COMMENTS:
1 Test strips are present				
2 Sanitizer is accurate in 3 compartment sink				
3 Dish washing sinks are clean				
4 Floors are free of excess water				
5 Pots and pans/dishes are being dried properly				
6 Pots and pans/dishes are stacked/stored properly				
7 Proper washing procedures are followed				
8 Floors are free of excess water				
9 Dish machine wash temp at 160 degrees or higher				
10 Dish machine is clean, fully operational				
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:				

- 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% XII. Personal Hygiene
  - 100% XIII. Emergency Preparedness
  - 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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