



Food Safety Observation Form

SCHOOL INFORMATION		
School Sample Code Number:	Date:	Number of employees observed:
Time Period:	Average number of meals served:	Total Number of Employees:

Observation Activity	Employee observed washing hands properly and when required	Employee observed washing hands improperly	Employee observed failing to wash hand when required
I. Hand Washing			
Employees wash their hands after the following activities:			
1. Immediately before engaging in food prep			
2. Switching between handling raw animal foods and ready-to-eat foods			
3. After soiling hands during food prep or service activities			
4. Before donning new gloves or changing gloves			
5. After touching body parts, coughing /sneezing; blowing nose; eating or drinking			
6. After handling soiled equipment, dishes or utensils			
7. Other (describe in comment section below)			
Comments:			
II. Employee Food Handling Practices			
	In-Compliance	Out-of-Compliance	Notes
1. Wash, rinse, sanitize, and air-dry thermometers before and after use			
2. Check internal temperature of food by inserting the thermometer stem or probe into the thickest part of the product			
3. Employee uncovered beverages and foods excluded from the food production area			
4. Check temperature of food at the completion of cooking			
5. Check temperature of food at the completion of reheating			
6. Employees do not contact ready-to-eat foods with bare hands.			
7. Raw animal products are cooked to required temperatures. <i>If observed, what was the product and end-point-cooking temperature?</i>			
8. Food contact surfaces and utensils are clean to sight and touch and sanitized before use			
9. TCS food that is cooked and cooled on premises is rapidly reheated to 165°F for 15 seconds for hot holding.			
Comments:			
III. Cleaning and Sanitizing Work Surfaces			
	In-Compliance	Out-of-Compliance	Notes
1. No food employees exhibiting illness symptoms or having an unprotected wound requiring exclusion or restriction observed in the food preparation areas of the facility			
2. Sanitizing solutions are changed as needed (check sanitizer with test strip and record PPM)(Chlorine should be 50 PPM & Quat should be 200 PPM or by manufacture's recommendation)			
3. Separate wiping cloths are used for food and nonfood surfaces			
4. Dishes / Utensils washed & sanitized using proper manual procedure			
5. Dishes / Utensils washed & sanitized using properly operated dish machine			