

QUESTIONS TO ADDRESS EVERY FULL INSPECTION

The following questions are intended to ensure major risk factor areas are covered during every full inspection. Your observations, including menu reviews, will determine which questions need to be asked (In, Out, NO) or are not applicable (NA).

Your observations will guide which specific questions you need to ask.

1. What is your employee illness policy?

Ask the person in charge to emphasize proper restriction and exclusion. Remind them at this time to contact KDA when one of their employees has been diagnosed with one of the “Big 6” and to exclude them from work. Provide the Handout #66 (Employee Illness Policy).

2. What do you do to make sure your employees know when and how to wash their hands? How do you prevent bare-hand contact with ready-to-eat food?

Ask the person in charge to emphasize the importance of proper handwashing. If they are not aware of proper handwashing procedures and/or when to wash, educate and provide Handouts #25 (Handwashing), #11 (Employee Handwashing Sign), and #4 (No Bare-Hand Contact).

3. What temperatures do you cook raw animal foods to?

Ask managers and cooks during the inspection and review during the exit interview. If they are unsure of the temps or give the wrong temps, educate them and provide Handout #45 (Food Temperatures).

4. Do you offer animal foods (foods of animal origin) undercooked or raw?

Check menu for consumer advisory. Ask this question to check for adequate cooking and to make sure customers are warned of the risk of consuming undercooked food. If Consumer Advisory is required provide Handout #2 Consumer Advisory and refer them to the website for templates.

5. What foods are cooled and how do you cool them?

Ask managers or cooks during the menu review, the inspection, or during the exit interview. Make sure to ask if there are any foods cooling at that time or any leftovers put in the cooler the day before. If yes, make a direct cooling observation. Either way, review what methods they use to cool foods. If they are not in compliance with the 2-stage cooling process or are not aware of the 2-stage cooling process, educate about proper cooling procedures and give them Handouts #49 (Two-Stage Cooling) and #32 (Food and Equipment Cooling Log).

6. How do you reheat foods?

Ask managers or cooks during the menu review, usually after question #2. If they are reheating, make a direct observation. If the reheating is not in compliance or they do not know the reheating requirements, educate them and provide Handouts #34 (Product Reheating Temperature Log) and #45 (Food Temperatures).

7. What temperature do you hold hot foods at? What temperature do you hold cold foods at? How many times a day are the cold and hot holding temperatures checked?

If they are not in compliance with hot or cold holding or not aware of proper holding temperatures, educate them and provide Handouts #27 (Hot and Cold Holding) and #33 (Refrigeration Temperature Log).

8. **What do you do when a Time/Temperature Control for Safety (TCS) food is in the temperature danger zone?**
Ask during the inspection process or at the exit interview. Provide Handout #11 (Corrective Action) if corrective actions were not taken or they did not know proper corrective actions.
9. **How do you make sure prepared or opened items don't stay around too long? (Remember, items must be held > 24 hours for date marking to apply)**
Ask when reviewing cold holding units. Acceptable systems include:
- Marking the discard date (OK)
 - Marking the prep date (Better)
 - Marking prep and discard dates (Best)
- Be sure they can calculate the correct discard date (Add 6 to the date, Monday to Sunday for example). Be sure the establishment is counting the first day as "day one." If date marking is not in compliance, or their system is not adequate, educate them and provide Handout #8 (Date marking).
10. **Do you make (or modify) any of your sauces or dressings?**
If yes, ask about ingredients and if made with potentially hazardous foods, look for date marking and ensure temperatures are 41°F or below. Some sauces/dressing made with 2 non-TCS foods may become TCS food when mixed and/or heated, like water and powdered milk. Ask your DM if you're not sure.
11. **How are your thermometers checked for accuracy?**
Ask this during the inspection when you first encounter a food thermometer. You may check a thermometer for accuracy to make sure it is working properly. If any need to be calibrated (dial/stem type or digital with calibration function), offer help to re-calibrate them. Non-calibratable devices should be discarded or sent to the factory to be calibrated. Provide Handouts #46 (Thermometer Use) and #53 (Thermometer Calibration Log).
12. **Describe your warewashing process. How long do the dishes soak in the sanitizer?**
Ask if the 3-compartment is not set up or when warewashing is not observed. Follow manufacturers' use directions for correct immersion times or use Food Code times for plain household bleach.
13. **How often is the sanitizer checked in the mechanical dish machine and/or 3-compartment sink? What sanitizer do you use and where are the test strips? (If high temperature dish machine is used) How often are you checking the water temperature to ensure proper sanitizing?**
Ask these questions when reviewing the dish washing area to ensure that they have the right sanitizer test methods and to remind them of the importance of checking the concentration of the sanitizer often.
14. **How often do you clean and sanitize your in-use utensils and equipment?**
Ask this question to make sure in-use utensils are cleaned and sanitized at least every 4 hours to prevent growth of bacteria. (Refer to 4-602.11(D)(2)(a) for cleaning frequency chart in refrigerated rooms)
15. **What food suppliers do you use? Do you have any local suppliers? Do you shop at farmers markets? Do you buy any food products from other restaurants?**
Make sure all supplier is licensed as a food processor or under the same legal ownership. Ask these questions to verify approved food source. Remember unprocessed produce may be purchased at farmers markets.

- 16. Do you check product received to make sure it is in good condition and temperatures are in compliance? What is done when product received is not in good condition?**
Ask to make sure they know what to look for when receiving deliveries. Educate them if they do not know what to look for or you see product that should have been rejected.
- 17. What sink do you use for food prep, for example, washing fruits and vegetables?**
Check the sink for indirect drain connection to the sewer. If a 3-compartment sink is used, make sure they know to wash, rinse, and sanitize the sink before and after food prep.
- 18. Is any employee a Certified Food Protection Manager? What type of food safety training do you provide to your staff?**
Ask this question of the person in charge to emphasize the importance of training and educating staff.
- 19. Do you have a licensed Pest Control Operator (PCO) and how often do they come?**
Ask this question to get information about pest control and to encourage using a PCO. PCOs must be licensed. Educate about the importance of eliminating access to food, water, and harborage/shelter.
- 20. Is the facility on public water and sewer? (For Private Wells) Do you have your water sample reports? (For MU's) Where do you get your water? (For MU's) Where do you dump your gray water? (For private sewer) Do you have your last septic system inspection report or approval letter?**
Ask these questions are asked to check for safe drinking water and proper sewage disposal.
- 21. How and where do you thaw food?**
If out of compliance or improper methods are described, educate and provide Handout #56 (Thawing Foods Safely). If thawed in a sink, check for indirect drain connection to the sewer.
- 22. Is the license ownership information still correct?**
(This also applies if the owner is still the same person/s but he/she has changed from one LLC to another LLC, etc.) If not, establishment will need to apply for licensing and submit application during inspection. Inspection will need to be under the new ownership. You may need to call the MHK office to confirm application and fees have been submitted.