

ESO 187

KEEPING FOOD WHOLESOME IN RETAIL  
FOOD STORES

Ed Watkins

Department of Agricultural Economics and Rural  
Sociology

The Ohio State University  
April, 1974

## KEEPING FOOD WHOLESOME IN RETAIL FOOD STORES

Ed Watkins\*

Food wholesomeness and food safety is a concern of managers of food stores and their customers. In addition to meeting the spirit and intent of regulatory agencies' requirements, the retailer can differentiate his store or stores successfully by convincing customers that his store is cleaner and that food quality in that store is enhanced by policies and procedures that insure freshness and wholesomeness.

Customers choose stores by the differences they observe between stores. In surveys conducted by the Cooperative Extension Service of The Ohio State University<sup>1</sup> on what customers consider important in selecting a food store, cleanliness is at the top of the list, or very close to the top. This may imply that customers do observe or sense considerable differences in cleanliness between stores. Stores which implement successful programs aimed at this area do have a competitive advantage. This factor alone can justify a major emphasis on issues related to cleanliness and sanitation.

---

\*Extension Economist, The Ohio State University, Columbus, Ohio.

There are a number of reasons why food may deteriorate in quality. This deterioration may be economic in nature because of loss in freshness and in excessive shrink related to moisture loss, markdowns, rewraps, reprocessing or loss as perishables become unacceptable. Some product deterioration is related to food safety and wholesomeness. Most of the bacterial organisms that can contaminate food are not harmful to health but do contribute to a speed-up in deterioration of quality.

Some of the organisms that can contaminate food in retail stores and are carried into the store by people, products or air circulation are identified as: 2

### MOLDS

Molds generally produce strong flavor changes and may cause texture changes. Molds liberate spores that are light in weight and remain suspended in the air for long periods. Build-ups of mold are usually quite visible. Molds have a low heat resistance and most are killed by temperatures of 140° F. (60° C.) or higher. Some molds, in blue cheese for example, are useful.

### YEASTS

Yeasts are similar botannically to molds but require more water for growth. Hence, they are more of a problem in liquid foods. While yeasts can be a cause of spoilage in fruit and vegetables, they are,

on the whole, beneficial organisms and are essential in producing wine, beer, and bread. Like molds, they are susceptible to destruction by heat and inhibited by selected chemicals.

### BACTERIA

Most forms of microbial contamination do not present a health hazard, although some may hasten the natural decay process in perishable foods. A few may produce harmful toxins or infections.

Clostridium botulinum---a common soil organism which secretes a very powerful poison when it grows in food. A high proportion of botulism cases are fatal. It grows only in foods from which the air is excluded. In the United States it is quite rare in commercially processed food, but may be found in improperly processed food. Botulism is usually associated with foods which might have soil adhering to them and have a neutral or slightly alkaline pH. Underprocessed snapbeans and mushrooms are examples of susceptible canned foods. The toxin is destroyed by vigorous boiling for ten minutes. Retailers should immediately remove from sale, isolate, and inform health authorities of canned foods where cans are bulged, indicating pressure within.

Clostridium perfringens---a form of bacteria that may produce a toxin where oxygen is limited. Meat, particularly if held at temperatures around 90° - 100° F. for one to four hours, is a common vehicle. It may also grow in deep dishes of food held on steam tables close to the above temperatures.

Staphylococcus aureus---a prominent bacterial offender. It is a common inhabitant of the skin, mouth, nose and throat. When certain strains grow in foods, they liberate a toxin which produces a rather severe gastroenteritis. They will not produce the toxin at temperatures below 45° F., are quite salt tolerant, and prefer a pH just about neutral (6.5 to 7.5). They are most dangerous when they gain access to previously pasteurized foods because they do not grow well in competition with other organisms. The source of contamination is usually a human handler. Thus, the most dangerous types of foods are ones like sliced ham, baked ham, filled bakery products or some warm desserts. The toxin liberated by Staphylococci is not destroyed by cooking procedures.

Salmonella---probably the most common infectious disease spread by food. The Salmonella habitat is the gut of man and animals, where they produce illness of varying severity. The chain is perpetuated by rodents, contaminated feed, and careless handling. Fresh meat, poultry, and fish carcasses are possible carriers of salmonella related to careless handling. The salmonellae are not heat resistant and are eliminated by heat processing.

These organisms, plus a few others (Trachaeanae and Tuberculosis, for example) are the focus of the attention of regulatory agencies concerned with food safety. The objective of the regulations is to interrupt the chain

of infection or break the life cycle of the organism. Food store sanitation programs play an important part in reducing the risk of food associated toxins and infections.

Some other parts of a store's wholesome food program are concerned with rotation of inventory to insure first-in, first-out procedures whether from the cooler or from the display. This may be implemented by coded or open dating of cartons and packages. The merits of open dating accrue primarily to the retailer, as any employee can observe and take action on outdated products.

A soundly based program identifies and communicates to all employees the importance of physical cleanliness of people, equipment and the store to eliminate sources of contamination. It is equally concerned about breaking the chain of possible infections with realistic sanitation programs which go beyond cleanliness. A productive sanitation program alerts, trains and supervises employee personal and work habits having a bearing on wholesome food. One side benefit of a successful program is the relative advantage of a retailer who has alert employees concerned about issues related to food wholesomeness. Their attitude may be reflected in better store maintenance and to customers who sense this concern.

There are rather impressive cost/benefit ratios for a successful program. Studies 3 in New Mexico, Missouri and New Jersey all indicate surprisingly

uniform benefits associated with good meat department programs . The net savings associated with an average sized supermarket's meat department utilizing recommended sanitation procedures ranged from \$150 - \$200 per store per week . Even assuming net savings in other departments are less , there are strong indications that there are substantial economic benefits as well as a more positive store image as viewed by customers .

Any successful program must involve those who do the work in the store . Understanding and commitment on the part of employees about the subject of keeping food wholesome is necessary .

The following check list is arranged by store departments . One suggestion for involving people is outlined here .

- (1) Supervision reviews the check lists with store managers ,  
soliciting suggestions for changes and improvements
- (2) Supervisors or store managers , depending upon the organizational  
structure , would repeat the process with department managers
- (3) Department managers would again repeat the process with employees  
of the department
- (4) The check list would then be reworded , and revised to meet the  
objectives of management and employees
- (5) The revised version would periodically be reviewed by the department

manager and employees (every six (?) months) to reinforce the message and to re-inform new employees. A program which the department manager and employees feel is theirs will more likely be implemented than one which is imposed.

In summary, wholesome food may be maintained in food stores:

(1) By slowing natural processes of ripening, aging, and respiration.

Keeping perishable foods hot or keeping them cold, and preventing contamination.

(2) By using rotation procedures which maximize first-in, first-out.

(3) By emphasizing the importance of personal cleanliness and desirable work habits. People are a source of possible contamination.

(4) A clean store helps prevent contamination and favorably impresses customers.

(5) Sanitizing procedures are necessary to prevent a build-up of organisms which may affect food.

(6) There is a positive dollar and cents benefit from an effective in-store program.

The following material was developed by cooperative efforts of the U. S. Department of Agriculture Extension Service; National Association of Retail Grocers 4 ; Cooperative Extension Service Specialists in Pennsylvania, Ohio, North Carolina, Missouri, Georgia, Virginia and Texas; and selected retailers associated with National Association of Retail Grocers of the U. S.

## FOOTNOTES

- (1) Watkins, Ed and Vandemark, Vern, "Customer Information Strengthens Market Information Systems," Journal of Retailing, Vol. 47, No. 1, Spring 1971.
- (2) Kramer, Amihud, Food and the Consumer, The AVI Publishing Company, West Port, Connecticut, 1973, pp. 159-162.
- (3) Orts and Vastine, "Meat Sanitation Pays," Agricultural Extension Service, L 1102, Texas A & M University, College Station, Texas.
- (4) A Total Food Store Sanitation Program, National Association of Retail Grocers, Oak Brook, Illinois, 1973.

BAKERY DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Service Bakery Display Area</b>						
1A. All bakery products not in enclosed cases will be completely packaged.						✓
1B. Doors on display cases will be closed except when products are being selected or displayed.						✓
1C. Bakery items not packaged will be selected with paper guard which will be disposed of following filling of each order.						✓
2A. Cream and custard filled baked goods will be refrigerated at temperatures below 40 degrees and will be identified as requiring refrigeration on store trays and consumer packages.						✓
3A. Bakery display cases and equipment will be cleaned and sanitized each day.		✓				
4A. Floors will be cleaned and sanitized each day. Walls will be cleaned and sanitized monthly. Ceilings will be vacuumed quarterly.		✓		✓	✓	
5A. Hair guards, aprons or clean coats or smocks will be worn. Hands will be washed with soap and hot water after exposure to contaminated surfaces. Employees with cuts, sores, and respiratory diseases will not work in the bakery department.						✓
<b>Self-Service Bakery Display</b>						
1A. Non potentially hazardous bakery products will be wrapped and packaged at place of manufacture using automatic machinery. Products are to be considered hazardous when exposed to contamination such as breaking of package. All broken packages will be removed from display.						✓
2A. Display racks and price tags will be cleaned and sanitized monthly. Walls will be cleaned and sanitized monthly. Ceilings will be vacuumed quarterly.				✓	✓	

BAKERY DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Bakery Preparation Area</b>						
1A. All surfaces coming in contact with bakery products will be non-porous. These surfaces will be cleaned following each production activity and cleaned and sanitized upon completion of work for the day. Spilled ingredients will be cleaned from surfaces as observed. Work area will be cleaned and sanitized after handling potentially hazardous products such as custards, cream, non-acid, and low sugar fillings.	✓	✓				
1B. Utensils including pans and mixers will be cleaned and sanitized after use. Bread slicer will be cleaned daily and sanitized weekly. Space will be provided for small utensils and equipment to hang for air drying after sanitizing.	✓					
2A. Retarders will be cleaned and sanitized weekly. Proof boxes will be cleaned and sanitized daily. Drains and/or drip pans will be cleaned and sanitized daily.		✓	✓			
2B. Ovens will be cleaned every two weeks.			✓			
3A. Deep fat fryer will be cleaned weekly or oftener when changing cooking oil. Exhaust hood and filter will be cleaned each week.			✓			
3B. Surfaces on and around fryer including walls and floor will be cleaned and sanitized daily upon completion of frying activities.		✓				
4A. Glazer and doughnut trays with racks will be cleaned and sanitized daily.		✓				
5A. Baking and bread pans will be scraped and cleaned weekly. Crusted residue will be removed as necessary.			✓			
6A. Open dollies used for storing and holding trayed products will be cleaned and sanitized weekly or more often as needed.			✓			
7A. All ingredients, fillings, and icings will be covered except when being used in a production activity.						✓
7B. Cream and custard fillings will be stored under refrigeration when not being used in production activity.						✓

BAKERY DEPARTMENT - 3

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
8A. Packaging work stations will be kept clean and orderly. Materials not being used in the production activity will be completely covered or stored in an enclosed area.						✓
9A. Floors will be scraped, cleaned and sanitized daily. Spillage will be cleaned as observed.		✓				
9B. Walls will be non-porous and will be cleaned and sanitized monthly. Ceilings will be vacuumed quarterly.				✓		
10A. Sinks will be washed and sanitized after use and at the end of production activity daily.	✓					
10B. Drains will be clean and workable.						✓
11A. Clean hair guards, aprons, smocks or coats will be worn. Fingernails will be clean. Hands will be washed with soap and hot water and dried by air or paper towel between production activities and after contact with contaminated surfaces.						✓
11B. Employees with cuts, open sores, and respiratory problems will not work in the bakery department.						✓
12A. All trash and garbage will be placed in a covered container and moved to the trash or garbage holding areas when full and each night following the completion of production activities. Trash containers will be cleaned and sanitized after use or daily if liners are used.		✓				
12B. Reusable or recyclable containers will be stored in a neat and orderly fashion away from high traffic areas.						✓
13A. No smoking or eating in the bakery department.						✓
Bakery Frozen Boxes						
1A. Frozen bakery products will be delivered to the store in clean trucks with product temperatures at zero degree Fahrenheit. All products will be moved directly into the freezer box from the truck.						✓

BAKERY DEPARTMENT - 4

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
2A. A temperature of zero degrees Fahrenheit or less will be maintained in the freezer. Temperatures will be taken by thermometers located in the center of the freezer above stored products.		✓				
2B. A record of freezer temperatures will be recorded each morning and evening with an abnormal temperature being reported immediately to the store manager.		✓				
3A. Frozen food will be stored on racks away from walls so as to provide free circulation of refrigerated air.						✓
3B. Products will be dated on outside of cartons and rotation practiced so first in first out (FIFO) will be achieved.						✓
4A. Floors, walls, ceilings, and blowers in freezers will be cleaned and sanitized at least once a year.						✓
Bakery Ingredient Storage						
1A. All products will be examined upon receipt for evidence of insect or rodent contamination before being placed in bakery storage. Evidence of either source of contamination will result in refusal to accept the delivery.						✓
2A. All products will be stored on racks or shelves 12 inches or more off the floor.						✓
2B. Products will be positioned away from walls to help eliminate shelters for insects and rodents.						✓
2C. Partially filled containers of ingredients will be tightly covered to protect from insect infestation.						✓
3A. First-in-first-out (FIFO) product rotation will be used for all products in the bakery storage area.						✓
4A. Floors and walls will be cleaned monthly. Ceilings will be vacuumed quarterly.				✓		
4B. The bakery storage area will be constructed to inhibit the entry of insects and rodents.						✓

DAIRY DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
Dairy Display Area						
1A. Dairy display cases will be cleaned and sanitized weekly except milk sections where case will be cleaned and sanitized each day. All leakage and contamination will be cleaned and sanitized as observed.		✓	✓			
1B. Drains and air ducts will be cleaned monthly or more often as needed. Coils will be defrosted periodically with the cycle being long enough to allow frost and excess moisture to be removed. Defrost cycle will be checked weekly and adjusted as needed.			✓	✓		
2A. Dairy products including milk, eggs, and dough products will be displayed in cases at temperatures below 40 degrees Fahrenheit in refrigerated zone. Dairy case will be policed and temperatures checked each morning and evening.		✓				
3A. Dairy case lights will be turned off when store is not open for business. Milk and milk products will not be stacked adjacent to lights to prevent excess oxidation.						✓
4A. Dairy products will not be stocked above identifiable load lines. Improper stocking interfering with air flow will raise product temperature 15-20 degrees.						✓
4B. Dairy products will not be stacked in the aisles. All products brought into the aisle for stocking will be moved immediately into the display case.						✓
5A. Milk in paper containers will not be stocked by grasping top of container.						✓
6A. First-in-first-out rotation (FIFO) practices will be followed in the dairy case. All items will be checked each day and those exceeding expiration dates will be removed.		✓				✓
7A. All torn, open, and/or inflated packages of dairy products including milk, and cracked egg leakers will be removed from dairy case as observed.	✓					
8A. Floors will be cleaned and sanitized weekly. Walls and ceilings vacuumed monthly.			✓			

DAIRY DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Dairy Receiving</b>						
1A. Dairy products will be received in clean refrigerated trucks with product temperatures at 40 degrees Fahrenheit or below.						✓
1B. Delivery trucks will have curtains or other devices to maintain desired temperatures within the truck during delivery operations.						✓
2A. Dairy products including eggs will be moved immediately into cooler, refrigerated display or holding boxes. When deliveries are made during normal store hours, the dairy manager will help with the receiving operation to insure that the product is immediately placed under refrigeration. Orders will be checked in the cooler rather than on the dock.						✓
<b>Dairy Cooler</b>						
1A. Temperatures in dairy cooler will be below 40 degrees Fahrenheit and thermometers will be located in center of cooler above products. Cooler will be policed and temperatures checked each morning and evening.		✓				
2A. First-in-first-out rotation (FIFO) practices will be followed in the dairy cooler. All items will be checked each day and those exceeding expiration dates will be segregated in a "morgue" area for return to suppliers.		✓				
2B. All damaged packages and products beyond expiration date will be removed from "morgue" within one week of expiration date or one week after removal from display case.			✓			
2C. Dairy products including eggs will be stored on easily cleaned rust resistant shelves and racks and away from walls to provide adequate circulation of refrigerated air.						✓
3A. Blowers, grills, and condensation drip trays will be cleaned and sanitized quarterly or more often as needed.					✓	
3B. Racks and shelves will be cleaned and sanitized weekly.			✓			

DAIRY DEPARTMENT - 3

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
4A. Floors, walls, and ceilings will be of non-porous, easily cleaned material. Floors, walls and ceilings will be cleaned and sanitized weekly. Leakage and contamination will be cleaned and sanitized as observed.						
4B. Drains will be clean and workable.						
5A. Clothes and other contaminaters will not be stored in the cooler. Fruits and vegetables with strong odors will not be stored with dairy products.						

PREPARED FOOD DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
Prepared Food (Deli) Display						
1A. Delicatessen food items will be kept at temperatures below 40° or above 140°. Permanent thermometers should be installed in cases.		✓				
1B. Cases will be policed and temperatures checked each morning and evening.		✓				
2A. Product display trays and pans will be cleaned and sanitized after use. Top of service case and scales, utensils, glass areas, price tags, service shelves and steam table areas will be cleaned and sanitized daily.		✓				
2B. Refrigerated display cases will be cleaned and sanitized weekly. Display cases for hot food will be cleaned and sanitized daily.		✓	✓			
3A. Containers for retail sale of products will be kept in an orderly fashion with product surfaces not exposed to contamination. Back-up supplies will be covered or in enclosed areas.						✓
4A. Floors will be cleaned and sanitized daily. Walls will be cleaned and sanitized monthly. Ceilings will be vacuumed quarterly.		✓		✓	✓	
5A. Hands should not touch products when serving customers.						✓
Prepared Food (Deli) Processing						
1A. Cooked items to be held as back-up supply will be moved directly to refrigerated area and will be covered after cooling to 40° in holding area. Back-up supply of products will be heated in oven to 140° before placing on steam table.	✓					
2A. All surfaces coming in contact with prepared foods will be non-porous and cleaned and sanitized following each production activity and upon completion of activities for the day. Spilled product will be cleaned as observed.	✓	✓				
2B. Utensils, including pans, trays, knives, can-opener, and blenders, will be cleaned and sanitized after use.	✓					

PREPARED FOOD DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
2C. Meat slicer will be cleaned and sanitized on a twice-a-day cycle and broken down and cleaned and sanitized daily. Cheese slicers will be broken down and cleaned and sanitized daily.	✓	✓				
2D. Ovens will be cleaned weekly or oftener.						
2E. Deep fat fryer will be cleaned weekly or oftener when changing of cooking oil. Surfaces on and around fryer including wall and floor will be cleaned and sanitized daily upon completion of frying activities. Hood, filter and vents will be cleaned and sanitized weekly.		✓	✓			
2F. Space will be provided for all pans and utensils to be air dried following sanitizing. Sinks will be cleaned and sanitized daily and oftener if needed.		✓				
2G. A non-porous work station will be used for processing uncooked meat, poultry, and fish. This area will be cleaned and sanitized following the processing of each of these items and these products will be segregated from prepared food items. If porous work stations are used, a separate work station will be used exclusively for uncooked meat, poultry, and fish products. Separate sinks will be used for fish, and poultry.	✓					
3A. Containers for retail sale of products will be kept in an orderly fashion with product surfaces not exposed to contamination. Back-up supplies will be covered or in enclosed areas.						✓
4A. Floors will be scraped, cleaned and sanitized daily. Spillage will be cleaned as observed. Walls will be non-porous and cleaned and sanitized monthly. Ceilings will be vacuumed quarterly.		✓				
5A. Employees with cuts, open sores, and respiratory problems will not work in this department.						✓
5B. All employees will wash hands with soap and hot water, drying with hot air or paper towel following exposure to contamination. Hand contact with food should be avoided whenever possible. Hands should not contact other skin surfaces including the lips, hair, and face when processing and handling foods.						✓

PREPARED FOOD DEPARTMENT - 3

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
5C. Hair guards, clean hats or hair nets, aprons, coats, and smocks will be worn when handling food. Hair, finger nails and hands will be clean.						✓
5D. Only employees of the deli department should be in or passing through this area.						✓
6A. Trash and garbage will be held in non-porous containers and emptied when full. Containers will be cleaned and sanitized daily. If plastic liners are used, they will be cleaned and sanitized weekly.		✓	✓			
7A. No smoking or eating in the prepared food department.						✓
Prepared Food (Deli) Refrigerated Box						
1A. Temperature will be held at 40° or below and will be checked each morning and evening.		✓				
2A. Floor and walls will be cleaned and sanitized weekly. Ceilings monthly. Drains will be clean and workable.			✓	✓		
3A. All products will be stored on shelves or platforms constructed to permit circulation of refrigerated air.						✓
3B. Uncooked meat, poultry, and fish will not be stored in same cooler with cooked foods.						✓
3C. Cooked foods and ingredients will be held in pans and trays and other containers with tightly fitted covers.						✓
4A. (FIFO) first-in-first-out will be practiced.						✓
Prepared Food (Deli) Frozen Box						
1A. Temperature will be held at 0° Fahrenheit or below.		✓				
2A. Items will be rotated according to (FIFO) first-in-first-out.						✓
3A. Freezer will be cleaned and sanitized quarterly.					✓	

PREPARED FOOD DEPARTMENT - 4

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Prepared Food (Deli) Storage</b>						
1A. All products will be stored off floor on pallets or shelves.						✓
1B. All products will be in tightly sealed packages or closed containers.						✓
2A. Floors, walls, and ceilings will be cleaned monthly.				✓		
3A. (FIFO) first-in-first-out will be practiced.						✓
<b>SEAFOOD DEPARTMENT</b>						
<b>Seafood Receiving</b>						
1A. Seafood will be delivered to the store in clean trucks and clean containers. Products not packaged will be stacked on racks or pallets off the floor of truck.						✓
1B. Product temperatures of seafood delivered to the store will be 35 degrees Fahrenheit or below.		✓				
2A. All seafood will be inspected for signs of spoilage or damage.						✓
3A. Seafood will be moved directly to coolers so as to maintain product temperature at 35 degrees or below.	✓					
3B. Rough handling of seafood will be avoided to prevent bruises and punctures.						✓
4A. Cooked or ready to eat seafood will not be shipped on trucks with live or uncooked seafood.						✓
5A. Dollies, tubs or other containers used for moving fish will be cleaned and sanitized daily or oftener if needed and will be kept in good repair.		✓				
<b>Seafood Display</b>						
1A. Display cases will be cleaned and sanitized weekly. They will be constructed with an unrestricted wide drain that will be kept clean and workable.			✓			

PREPARED FOOD DEPARTMENT - 5

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
1B. Top of service case, scale, and wrapping surfaces will be non-porous and cleaned and sanitized daily or more frequently as needed.		✓				
1C. Service fish trays will be cleaned and sanitized after each use.	✓					
1D. Glass areas will be cleaned and sanitized daily.		✓				
2A. Temperatures will be 35 degrees Fahrenheit or below in refrigerated zone. Case will be policed and temperatures checked each morning and evening.		✓				
2B. Whole fish will be displayed on a bed of ice and with ice sprinkled on the product. Unpackaged fresh cut fish will be displayed on trays on bed of ice with ice sprinkled on product.						✓
3A. Cooked fish will be displayed in a separate case from uncooked fish.						✓
4A. (FIFO) first-in-first-out rotation will be followed.						✓
5A. Floors, walls and ceilings will be of non-porous materials. Floors will be cleaned and sanitized daily or more often if necessary. Walls will be cleaned and sanitized weekly. Ceilings will be cleaned quarterly.		✓	✓		✓	
Seafood Preparation Area						
1A. No other operations will be permitted in area where uncooked seafoods are processed.						✓
2A. All surfaces coming in contact with seafood will be non-porous and will be cleaned and sanitized daily. If preparation room temperatures are above 50 degrees, a twice-a-day cycle for cleaning and sanitizing will be followed.		✓				
2B. Knives, tubs, pans and other utensils will be cleaned and sanitized after each production activity.	✓					
2C. Separate work areas and sinks will be used for the processing of uncooked and cooked seafood products.						✓

PREPARED FOOD DEPARTMENT - 6

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
3A. Packaging materials will be stored in segregated areas away from surfaces which come in contact with raw products, reserved supplies will be kept in covered or closed containers.						✓
4A. Frozen fish will be held at temperatures of zero degrees Fahrenheit or below.						✓
4B. Back-up supply of unfrozen fish will be held at temperatures of 35 degrees Fahrenheit or below and will be repacked with clean ice as needed.						✓
5A. Floors, walls and ceilings will be of non-porous materials. Floors will be cleaned and sanitized daily or more often if necessary; walls will be cleaned and sanitized weekly; and ceilings will be cleaned quarterly.		✓	✓		✓	
6A. Separate covered trash and scrap containers will be utilized with plastic liners. Scrap containers will be emptied frequently and cleaned and sanitized daily. Trash containers will be emptied when filled and will be cleaned and sanitized weekly.		✓	✓			
7A. Hands will be washed with soap and hot water and dried by hot air or paper towels following the processing of uncooked fish. Hand contact with fish surfaces should be avoided whenever possible, hands should not contact other skin surfaces including the lips, hair and face when processing seafood.						✓
7B. Care will be taken to avoid contact with surfaces of containers and packaging materials that will be in contact with fish surfaces during processing and packaging.						✓
7C. Hair guards, clean hats or hair nets, aprons or coats will be worn when handling seafood, and hair, fingernails and hands will be clean.						✓
7D. Employees with cuts, open sores and respiratory problems will not work in the seafood department.						✓
8A. No smoking or eating in seafood department.						✓

PREPARED FOOD DEPARTMENT - 7

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Seafood Cooler</b>						
1A. Cooler and other equipment used in storing uncooked fish or fish products will not be used for other purposes.						✓
2A. Floors and walls will be cleaned and sanitized daily and ceilings once a week. Tubs and pans used in handling fish and stored in the cooler will be cleaned and sanitized after each use. Drains will be clean and workable.	✓		✓			
2B. Blower, grills, ducts and condensation drip trays and overhead coils will be cleaned and sanitized monthly.				✓		
3A. Ice will be made from drinking water and will be handled and stored in covered containers to prevent contamination.					✓	
3B. Ice will not be used after it has been in contact with fish or fish products or with contaminated surfaces.					✓	
3C. Containers used for storing or transporting ice will be cleaned and sanitized daily.		✓				
4A. Live fresh or thawed seafood will be held at temperatures below 35 degrees as measured by a thermometer located in the middle of the cooler above stored products.					✓	
4B. Frozen fish will be stored at temperatures of 0 degrees Fahrenheit or below.					✓	
4C. Cooked fish or seafood products will not be stored in the cooler with live or uncooked seafoods.					✓	
5A. (FIFO) first-in-first-out rotation procedures will be followed in the seafood cooler.						✓

FROZEN FOOD DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Frozen Food Displays</b>						
1A. All products will be stocked below identified load lines.						✓
1B. Frozen foods will be held at zero degrees Fahrenheit and ice cream at minus 20 degrees Fahrenheit as measured in the refrigerated zone, except during necessary defrost cycles. Case will be policed and temperatures checked each morning and evening.		✓				
1C. Frozen food and ice cream will be moved quickly from truck to freezer and freezer to display so that temperatures will not go above zero degrees for frozen food and minus 20 degrees for ice cream.						✓
2A. Broken packages and those with ice and discolored product will be removed from display. Residue from broken packages should be cleaned from case as observed. Products will be rotated to assure (FIFO) first-in-first-out rotation.	✓					
3A. Frozen food display cases will be cleaned and sanitized quarterly.					✓	
4A. Floors will be cleaned and sanitized weekly; walls and ceilings will be vacuumed quarterly.			✓		✓	
<b>Frozen Food Boxes</b>						
1A. Frozen foods will be delivered to the store in clean trucks with product temperatures at zero degree Fahrenheit; ice cream minus 20 degrees Fahrenheit. All products will be moved directly into freezer box or display cases from truck.						✓
2A. Floors, walls, ceilings, and blowers in freezer boxes will be cleaned and sanitized once a year.						✓
3A. Temperatures of zero degree Fahrenheit for frozen foods and minus 20 degrees Fahrenheit for ice cream will be maintained in freezer boxes. Temperatures will be taken by thermometers located in center of box above stored products at store opening and closing.		✓				
3B. Frozen food will be stored on racks away from walls so as to provide free circulation of refrigerated air.						✓
4A. Products will be dated on outside of cartons and rotation practiced so first in first out (FIFO) will be achieved.						✓

GROCERY DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Grocery Displays</b>						
1A. All products on display will be in good condition. Dented and swollen cans and torn and cut packages will be removed from displays.		✓				
1B. All food items should be rotated to assure first-in-first-out rotation.						✓
2A. Insecticides, rodenticides, and other hazardous chemicals which are potential contaminators of food will be displayed in areas at a safe distance from food in porous packages. Protective non-porous bags with adequate warnings will be available for packaging these products.					✓	
2B. Dog food meal will be displayed in areas away from food in porous packages. Torn and broken packages will be removed from display. Residue from broken packages will be cleaned as observed.					✓	
2C. Displays of products will be located so that the more perishable items such as frozen foods and ice cream will be late in the shopping pattern.					✓	
3A. Shelves and products will be dusted when restocking displays. All shelving will be cleaned and sanitized on a three months cycle.				✓		
4A. Floors will be cleaned and sanitized weekly, walls, and ceilings will be vacuumed quarterly.		✓		✓		
<b>Grocery Storage</b>						
1A. Floors should be vacuumed weekly and will be cleaned and sanitized on a quarterly basis. Residue from broken packages will be cleaned as observed. Walls and ceilings will be vacuumed on a semi-annual basis.		✓		✓		
2A. All products will be on racks or skids off the floor. Racks and skids will be cleaned and sanitized on a quarterly basis. Potential contaminators will be cleaned and sanitized as observed.				✓	✓	

GROCERY DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
3A. A segregated area will be used for returnable bottles and they will be placed in containers off the floor.						✓
4A. All "morgue" items will be placed in closed packages and will be removed within one week after placing in the "morgue."			✓			
5A. Conveyors, stairs, and elevators will be vacuumed weekly and will be cleaned and sanitized monthly and cleaned of contaminators as observed.			✓			
6A. Dollies used in conveying products from truck to backroom will be cleaned and sanitized monthly and will be cleaned and sanitized when contaminators are observed.				✓		
Checkout Areas						
1A. All checkout personnel will be personally clean and dressed in clean clothing or uniform.						✓
2A. All checkout counters will be cleaned and sanitized daily. All leakage from meat, poultry or milk packages will be wiped up with disposal towels, cleaned and sanitized.		✓				
3A. All observed leaking poultry and meat packages will be placed in plastic bags. All frozen foods and ice cream will be placed in insulated bags.						✓
4A. Shopping carts will be cleaned and sanitized monthly and cleaned of contaminators as observed.				✓		
5A. Potential contaminators such as hazardous chemicals and insecticides will be bagged separately from food items.						✓
6A. Floors will be vacuumed each evening, cleaned and sanitized weekly. Ceilings and walls will be vacuumed quarterly.		✓	✓		✓	

MEAT DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Meat Display</b>						
1A. Display cases will be washed and sanitized once a week. Blood and water from meat and poultry packages in case will be cleaned and sanitized as observed.			✓			
1B. Scales, wrapping stations and exterior surfaces of service case should be non-porous and cleaned and sanitized daily or more frequently as needed. Service meat trays will be cleaned and sanitized daily. Glass areas and price tags will be cleaned and sanitized daily.		✓				
1C. Back-up supply of retail cuts of meat will be trayed and be fully protected by film or paper. Containers to be used for packaging product for customer will be kept in clean area.						✓
1D. Product taken from display to be weighed and packaged for customer will be protected by handling with waxed paper guard. A sanitized wax paper or container will be used on scales.						✓
2A. Temperatures of cases will not exceed 35 degrees Fahrenheit. Meat case will be policed and temperatures checked each morning and evening.		✓				
2B. Meats will not be displayed above specified fill lines. Air ducts will be kept open.						✓
3A. Canned meats requiring refrigeration will be displayed at temperatures below 40 degrees.						✓
4A. Centrally packaged processed meat will be removed on or before expiration date on package. No packaged fresh meat will be displayed without a packaging date.						✓
4B. Store processed ground meat will be processed for each day's sale. All ground meat will be removed from sale after 48 hours.		✓				
5A. Floors cleaned and sanitized daily; walls monthly; and ceilings vacuumed quarterly.		✓		✓		✓

MEAT DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Meat Receiving</b>						
1A. Meat and meat products will be delivered to the store in clean trucks with indications that meat has been protected from in-transit contamination. Meat should be loaded on pallets or racks off floor of truck.						✓
1B. Meat received at the store should not have product temperature above 40 degrees as measured by a thermometer inserted in meat.						✓
2A. Sides and quarters of meat will be moved directly from truck to breaking area or cooler on rails or if carried will be protected by a disposable sanitary cover. Delivery people will be restricted to receiving areas.						✓
2B. Boxed meat will be moved directly to cooler. Meat in box will be inspected and all leakers removed. Boxed meat will be stored on racks or shelves off the floor and away from the walls.						✓
<b>Meat Cooler</b>						
1A. Floors and walls will be cleaned and sanitized once a week. Drains will be clean and workable.			✓			
1B. Rails will be cleaned and treated with edible oil once a month.				✓		
2A. Blower, grills, ducts, and condensation drip trays, overhead coils, and ceilings will be cleaned and sanitized quarterly or oftener if needed.					✓	
2B. Defrost cycles will be regulated so that condensation trays will adequately remove condensation from coils without spill-over on stored meat products. Defrost cycle will be set for non-working hours.						✓
3A. Temperatures in coolers will be checked at opening and closing of store daily. Temperatures above 35 degrees Fahrenheit will be reported to maintenance. Thermometers will be located in center of cooler above stored products. Records will be maintained of daily temperatures. Mechanical recorders are recommended for recording daily temperatures.	✓					

MEAT DEPARTMENT - 3

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
4A. All products will be stored away from walls so as to permit circulation of refrigerated air.						✓
5A. Poultry and fish will be stored in areas away from red meat with a convenient drain for disposing of melting ice.						✓
6A. Containers for scrap meat will be of easily cleaned materials, leakproof, and with a tightly fitting cover. Containers will be cleaned and sanitized after each time emptied or if plastic liners are used will be cleaned and sanitized weekly.	✓		✓			
7A. Shelves and racks will be cleaned and sanitized once a week, Unwrapped meat will not be placed on shelves or racks.			✓			
7B. Hooks and trees will be cleaned and sanitized as used.	✓					
7C. Trays and tubs not kept continually under refrigeration will be cleaned on a twice-a-day cycle schedule and when products are changed.		✓				
8A. Grinders, chippers, saws and other equipment used in cooler will be cleaned and sanitized each day.		✓				
<b>Meat Preparation</b>						
1A. When meat preparation room temperatures rise above 55 degrees Fahrenheit, a twice-a-day cleanup cycle will be followed for all surfaces coming into direct contact with meat products...saw, cutting instruments, cutting tables, cubing machines, slicers, grinders when located outside of cooler, trays, and tubs. Sinks will be cleaned and sanitized once a day. When room temperatures are held below 55 degrees, a daily cleanup cycle may be followed.		✓				
2A. Floors and walls and ceiling will be of non-porous materials. Floors will be cleaned and sanitized daily or more often if necessary; walls will be cleaned and sanitized weekly; and ceiling will be cleaned quarterly. Only USDA approved absorbent compounds will be used on floors.		✓	✓		✓	

MEAT DEPARTMENT - 4

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
3A. Packaging materials will be stored in segregated areas away from surfaces which come in contact with raw products, and reserve supplies will be kept in covered or closed containers.						✓
4A. When meat preparation room temperatures are above 55 degrees, all products will be processed and returned to refrigerated displays or holding cases so that internal meat temperatures will not exceed 40 degrees Fahrenheit.						✓
4B. Care will be taken in moving products from cooler to and through cutting room to avoid contact with all surfaces but those being sanitized under the twice-a-day cycle schedule. All meat exposed to floor surfaces will be placed in scrap material container.						✓
4C. Segregated cutting areas and sinks will be utilized for poultry, red meat, and fish. When changing from poultry or fish to red meat, all exposed equipment and surfaces will be cleaned and sanitized.	✓					
5A. Hands will be washed with soap and hot water and dried by hot air or paper towel following the processing of poultry or fish to red meat or after contact with contaminated surfaces. Hand contact with meat surfaces should be avoided whenever possible, hands should not contact other skin surfaces including the lips, hair, and face when processing meat.						✓
5B. Care will be taken to avoid contact with surfaces of containers and packaging material that will be in contact with meat surfaces during processing and packaging.						✓
5C. Hair guards, clean hats or hair nets, aprons or coats will be worn when handling meat. Hair, finger nails, and hands will be clean.						✓
5D. Employees with cuts, open sores, and respiratory problems will not work in the meat department.						✓
6A. No smoking or eating in the meat department.						✓

PRODUCE DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
Produce Display						
1A. All produce on display will be clean and free from decay and other contaminants and will be checked and policed regularly during the day.		✓				
2A. Perishable produce will not be displayed above identifiable load lines. Most perishable items will be displayed at temperatures below 40 degrees as measured in refrigerated zone. Produce cases will be policed and temperatures checked each morning and evening.		✓				
3A. Cases, price tags, racks, tables, floors, and holding areas will be cleaned and sanitized weekly. Ceilings and walls will be vacuumed quarterly.			✓		✓	
Produce Preparation						
1A. Produce work benches will be cleaned and sanitized daily. Surfaces should be non-porous and easily cleaned.		✓				
2A. Walls, ceilings, and light fixtures will be vacuumed quarterly.					✓	
3A. Floors will be washed and sanitized daily. Drains will be kept open and clean.		✓				
4A. Knives, tools, and equipment whose surfaces will contact produce will be cleaned and sanitized on a daily schedule.		✓				
5A. Leak proof, easily cleaned trim barrels will be used for produce waste. These barrels will be equipped with plastic liners that will be closed and moved to the trash area upon filling. Barrels will be washed and sanitized once a week. Garbage grinders are encouraged where permitted.			✓			
6A. Sinks of non-absorbent materials will be washed and sanitized daily.		✓				
7A. Produce will be stored on racks off the floor and away from walls.						✓
8A. Clean hair guards, aprons, jackets or smocks will be worn; hands, hair, and finger nails will be clean.						✓
9A. No smoking or eating in the produce department.						✓

PRODUCE DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Produce Cooler</b>						
1A. Walls, ceilings, shelves, and blowers will be cleaned and sanitized monthly.				✓		
2A. Floors will be cleaned and sanitized weekly. Drains will be kept clean and open.			✓			
3A. Condensation drip trays will be washed and sanitized monthly.				✓		
4A. Produce in coolers will be on racks off the floor and away from walls to allow for adequate circulation of refrigerated air.						✓
4B. (FIFO) first-in-first-out rotation will be followed.						✓
5A. Temperature in cooler will be below 40 degrees as measured by a thermometer located in center of cooler above stored products.	✓					

PRODUCE DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
Produce Display						
1A. All produce on display will be clean and free from decay and other contaminants and will be checked and policed regularly during the day.		✓				
2A. Perishable produce will not be displayed above identifiable load lines. Most perishable items will be displayed at temperatures below 40 degrees as measured in refrigerated zone. Produce cases will be policed and temperatures checked each morning and evening.		✓				
3A. Cases, price tags, racks, tables, floors, and holding areas will be cleaned and sanitized weekly. Ceilings and walls will be vacuumed quarterly.			✓		✓	
Produce Preparation						
1A. Produce work benches will be cleaned and sanitized daily. Surfaces should be non-porous and easily cleaned.		✓				
2A. Walls, ceilings, and light fixtures will be vacuumed quarterly.					✓	
3A. Floors will be washed and sanitized daily. Drains will be kept open and clean.		✓				
4A. Knives, tools, and equipment whose surfaces will contact produce will be cleaned and sanitized on a daily schedule.		✓				
5A. Leak proof, easily cleaned trim barrels will be used for produce waste. These barrels will be equipped with plastic liners that will be closed and moved to the trash area upon filling. Barrels will be washed and sanitized once a week. Garbage grinders are encouraged where permitted.			✓			
6A. Sinks of non-absorbent materials will be washed and sanitized daily.		✓				
7A. Produce will be stored on racks off the floor and away from walls.						✓
8A. Clean hair guards, aprons, jackets or smocks will be worn; hands, hair, and finger nails will be clean.						✓
9A. No smoking or eating in the produce department.						✓

PRODUCE DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Produce Cooler</b>						
1A. Walls, ceilings, shelves, and blowers will be cleaned and sanitized monthly.				✓		
2A. Floors will be cleaned and sanitized weekly. Drains will be kept clean and open.			✓			
3A. Condensation drip trays will be washed and sanitized monthly.				✓		
4A. Produce in coolers will be on racks off the floor and away from walls to allow for adequate circulation of refrigerated air.						✓
4B. (FIFO) first-in-first-out rotation will be followed.						✓
5A. Temperature in cooler will be below 40 degrees as measured by a thermometer located in center of cooler above stored products.	✓					

RESTAURANT DEPARTMENT

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
Restaurant Sales Area						
1A. All work surfaces coming in contact with prepared foods will be non-porous and cleaned and sanitized daily. Spilled products will be cleaned as observed.		✓				
1B. Tables and counters will be of non-porous easily cleaned materials and will be cleaned after each use. All surfaces will be cleaned and sanitized at the end of each day's activities.		✓				
1C. Care should be exercised to see that hands do not touch surfaces.. such as the eating surface of plates, rims of cups and glasses, blade of knife, etc. that will be contacting food or drinks.						✓
2A. Prepared food items will be kept at temperatures below 40° Fahrenheit or above 140° Fahrenheit. Temperature of products on steam table and in refrigerated holding areas will be checked daily.		✓				
3A. Refrigerated equipment for holding salads, dressings, and other highly perishable items will be cleaned and sanitized daily and oftener as needed.		✓				
4A. Deep fat fryer will be cleaned weekly or oftener when changing cooking oil. Surfaces on and around fryer will be cleaned and sanitized daily upon completion of frying activities.			✓			
4B. Hood, filters, and vents will be cleaned and sanitized weekly or oftener as needed.			✓			
4C. Charbroiler filters cleaned daily.		✓				
5A. Bread and roll warmer, cake and pie display case will be cleaned and sanitized daily.		✓				
5B. Ice storage boxes will be cleaned and sanitized daily. Ice will be placed in glasses or other containers by using a scoop or other instruments, eliminating use of hands.		✓				
6A. Utensils including pans, trays, knives, tongs, coffee maker, soda dispensers, and mixers will be cleaned and sanitized on a four hour cycle or oftener as needed. All pans and utensils and food preparation equipment will be cleaned and sanitized at the end of the day's activities.		✓				

RESTAURANT DEPARTMENT - 2

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
7A. All frozen products will be stored at temperatures at or below 0° Fahrenheit.						✓
7B. Exterior surface areas of freezer will be cleaned and sanitized weekly or oftener as needed.			✓			
7C. Freezer will be cleaned and sanitized quarterly.					✓	
8A. Floors will be cleaned and sanitized daily. All sweeping will be done between or after meals using dustless methods.		✓				
8B. Walls will be cleaned monthly or oftener if needed.				✓		
8C. Ceilings will be vacuumed quarterly.					✓	
9A. Trash and garbage will be held in non-porous covered containers and emptied when full. If plastic bag liners are used, containers will be washed and sanitized weekly. If no bags are used, containers will be cleaned and sanitized after emptying.			✓			
10A. Employees will not smoke or eat while working in the restaurant areas.						✓
11A. Employees with cuts, open sores, and respiratory problems will not work in this department.						✓
11B. All employees will wash hands with soap and hot water, drying with hot air or paper towels, following exposure to contamination. Hand contact with food should be avoided whenever possible. Hands should not contact other skin surfaces including lips, hair and face when processing and handling food.						✓
11C. Hair guards, clean hats or hair nets, aprons, or coats or smocks will be worn when handling food. Hair, fingernails and hands will be clean.						✓
Restaurant Receiving Area						
1A. All highly perishable items will be transported in clean trucks. Highly perishable food products will be maintained at temperatures below 40° Fahrenheit or above 140° Fahrenheit. Periodic checks will be made of product temperature.	✓					

RESTAURANT DEPARTMENT - 3

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
2A. All products will be transported in closed containers that will protect from contamination.						✓
2B. Portable heated cabinets for holding and transporting prepared foods will be cleaned and sanitized weekly or oftener as needed.			✓			
Restaurant Preparation Area						
1A. All surfaces coming in contact with foods will be non-porous; will be cleaned and sanitized after each production activity and upon completion of activities for the day. Spilled products will be cleaned as observed.		✓				
1B. Non-porous easily cleaned surfaces will be used for preparing uncooked meat, poultry and fish; this area will be cleaned and sanitized following the processing of each of these items and these products will be segregated from prepared food items. If porous work stations are used, a separate work station will be used exclusively for uncooked meat, poultry and fish products. Separate sinks will be used for fish and poultry.						✓
2A. Utensils including pans, trays, knives, can openers, and blenders will be cleaned and sanitized after use.	✓					
2B. Slicers and grinders will be cleaned and sanitized after each production activity and will be broken down and cleaned and sanitized daily.	✓					
3A. All steam kettles will be cleaned and sanitized after use.	✓					
3B. All ovens will be cleaned weekly--inside and out.			✓			
4A. Deep fat fryers will be cleaned weekly or oftener when changing cooking oil. Surfaces on and around the fryer will be cleaned and sanitized daily upon completion of frying activities.			✓			
4B. Hood, filters, and vents will be cleaned and sanitized weekly.			✓			

RESTAURANT DEPARTMENT - 4

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
5A. Containers of prepared food products will be kept covered and protected from contamination. Clean empty containers will be kept in an orderly fashion with product surfaces not exposed to contamination.						✓
5B. Products will be moved to and from kitchen area on easily cleanable rust-resistant dollies or carts. Shopping carts will not be used in the food preparation and storage areas.						✓
5C. All cooked products will be moved directly to steam tables or holding areas where product temperatures can be held at 140° Fahrenheit or more or refrigerated areas where product temperatures will be 40° Fahrenheit or below. Cooked products taken from refrigerated areas will be immediately heated to 140° Fahrenheit before placing on steam table. Product temperature of uncooked highly perishable items shall be held at product temperatures of 35° Fahrenheit or below.						✓
6A. Areas for washing and sanitizing utensils, portable pans, and equipment will be separated from food preparation areas.						✓
6B. Dishwashers will be properly maintained, utilized, cleaned and sanitized at the end of each day's activity. Water will be changed after each meal time.						✓
6C. Space will be provided for air drying all pans and utensils following sanitizing.						✓
6D. Sinks, including hand sinks will be cleaned and sanitized daily and oftener if needed.		✓				
7A. A separate area will be provided for storing of cleaning materials and equipment including a mop sink. Separate distinguishable containers should be used for detergents and sanitizers used in the clean-up operations. Dishclothes and/or cleanup rags will be placed in a sanitizing solution after each cleanup activity.						✓
7B. A covered container will be provided for the holding of soiled aprons, coats, and other linens.						✓

RESTAURANT DEPARTMENT - 5

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
8A. Trash and garbage will be held in non-porous covered containers and emptied when filled and at the end of each day. If plastic liners are used, containers will be washed and sanitized weekly or oftener if needed. If no liners are used, containers will be cleaned and sanitized after emptying.		✓	✓			
9A. Floors will be cleaned and sanitized daily and oftener if needed.		✓				
9B. Walls will be non-porous and cleaned and sanitized monthly.				✓		
9C. Ceilings vacuumed quarterly.					✓	
10A. No smoking or eating allowed in the food preparation area.						✓
11A. Employees with cuts, open sores, and respiratory problems will not work in this department.						✓
11B. All employees will wash hands with soap and hot water, drying with hot air or paper towel following exposure to contamination. Hand contact with food should be avoided whenever possible. Hands should not contact other skin surfaces including the lips, hair and face when processing and handling foods.						✓
11C. Hair guards, clean hats or hair nets, aprons, coats or smocks will be worn when handling food. Hair, fingernails and hands will be clean.						✓
11D. Only employees of the restaurant preparation department should be in or passing through this area.						✓
Restaurant Pantry						
1A. All products will be stored off floor on racks or shelves 12 inches off floor.						✓
1B. All products will be in tightly sealed packaging or closed containers.						✓
2A. Floors, walls, and ceilings will be cleaned monthly.				✓		
3A. (FIFO) first-in-first-out rotation will be practiced.						✓

RESTAURANT DEPARTMENT - 6

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
<b>Kitchen Refrigerated Box</b>						
1A. Temperature of products stored in box will be below 40° Fahrenheit. Thermometer will be located in center of box above stored products. Box will be policed and temperatures checked each morning and evening.		✓				
2A. Floors and walls will be cleaned and sanitized weekly, ceilings monthly. Leakage and contamination will be cleaned and sanitized as observed.			✓			
2B. Drains will be clean and workable.						✓
3A. Blowers, grills and condensation drip trays will be cleaned and sanitized quarterly and more often as needed.					✓	
4A. Racks and shelves will be of non-porous easily cleanable materials and cleaned and sanitized weekly.			✓	✓		
5A. Cooked foods and ingredients will be stored in pans, trays, and other containers with tightly fitted covers. Products with strong odors should not be stored in cooler with cooked foods.						✓
6A. (FIFO) first-in-first-out rotation will be followed in the cooler. All items will be checked each day and those not fit for human consumption will be placed in separate container until credit has been secured. All "morgue" items should be disposed of in one week or less time.		✓				
<b>Kitchen Pantry</b>						
1A. All products will be stored off floor on racks or shelves 12 inches off floor.						✓
1B. All products will be in tightly sealed packages or closed containers.						✓
2A. Floors, walls, and ceilings will be cleaned monthly.				✓		
3A. (FIFO) first-in-first-out rotation will be practiced.						✓

PEST CONTROL

	As Needed	Daily	Weekly	Monthly	Quarterly	Special
Pest Management						
1A. Trash areas will be cleaned and sanitized following trash pickup. All garbage and waste will be kept in leak-proof, non-absorbent containers covered with tight fitting lids. These containers will be cleaned and sanitized after each use. If plastic liners are used, the containers will be cleaned and sanitized weekly.			✓			
2A. Trash garbage and waste will be picked up daily.	✓					
3A. Garbage and waste will be segregated from recyclable paper and from other trash.						✓
4A. Store, garbage, trash, "morgue," and bottle return areas will be constructed to exclude all vermin such as rats, mice, flies, and other insects.						✓
4B. Regular monthly, or oftener if needed, inspections of store premises will be made and control measures used for control of vermin--rats, mice, flies, roaches, and other insects.				✓		
5A. No dogs, (except seeing eye dogs) cats, or other pets will be allowed on the premises.						✓