

# Department of Food and Nutrition Visitation Criteria

## III. Sanitation and Safety

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School

PHYLLIS RUTH MILLER ELEMENTARY

Regional Center

4

Location Number

3431

Date:

10/12/2017



Self Contained



Base



Satellite

### PERSONNEL

1. All employees wear clean uniforms and shoes, adequate hair restraints and maintain a high degree of personal hygiene. ☒ Yes ☐ No ☐ N/A
2. Fingernails must be short, unpolished and clean (no artificial nails). ☒ Yes ☐ No ☐ N/A
3. Jewelry is limited to a plain ring, such as a wedding band, plain earrings, watch, no bracelets or necklaces. ☒ Yes ☐ No ☐ N/A
4. Only authorized personnel are allowed behind the serving line and/or in production areas. ☒ Yes ☐ No ☐ N/A

### FACILITIES

5. Kitchen facility is free of crevices, holes, broken/missing screens or windows, uncovered drains, open ceiling areas, peeling paint, mold, or other apparent structural deficiencies. ☒ Yes ☐ No ☐ N/A
6. All fans operate properly and are kept clean. Fly fans are turned on, and lights in storage and production areas are covered with clean protective shields. ☒ Yes ☐ No ☐ N/A
7. Floors and walls are thoroughly clean, including all areas underneath and behind equipment. There is no buildup of dirt around the baseboards or windows. ☒ Yes ☐ No ☐ N/A
8. Toilet facilities are clean and in good working condition. Liquid soap, paper towels, and waste receptacle are provided. ☒ Yes ☐ No ☐ N/A
9. Handwashing signs at all employee sinks and restrooms are posted in visible locations. ☒ Yes ☐ No ☐ N/A
10. Locker room is clean. Food is not stored in locker room and personal items are not stored in food preparation areas. ☒ Yes ☐ No ☐ N/A
11. Door weather strips are properly installed and are in good condition. ☒ Yes ☐ No ☐ N/A
12. All exterior kitchen doors are kept closed and locked. ☒ Yes ☐ No ☐ N/A
13. All food service areas are properly organized to ensure safe food handling and general safety. All items are stored at a minimum of six inches from the floor and twelve inches from the ceiling. ☒ Yes ☐ No ☐ N/A
14. The kitchen is free from insects, rodents, and other vermin. ☒ Yes ☐ No ☐ N/A
15. Regularly scheduled pest extermination is performed and reports are kept on file at the school. ☒ Yes ☐ No ☐ N/A
16. Chemicals are stored away from food storage area and are properly labeled. ☒ Yes ☐ No ☐ N/A
17. Hot water is available at all sinks (3 compartment, hand washing, etc.). All sinks are unobstructed, operational, and clean. Hand washing sinks have soap and paper towels. ☒ Yes ☐ No ☐ N/A
18. Sanitation solution test kit is available for final rinse sink. ☒ Yes ☐ No ☐ N/A

PPM Test:

200 ppm

19. Loading zone and dumpster areas are clean, kitchen trash is placed in plastic bags tied closed before placing in dumpster, lids are kept closed and dumpster area is kept free of debris to prevent pest or rodent infestation. ☒ Yes ☐ No ☐ N/A
20. Current "Permit to Operate" and DOH Inspection Report are posted in visible location. ☒ Yes ☐ No ☐ N/A

Date of last DOH Report:

05/03/2017

21.

Deficiencies on the most recent DOH Food Service Inspection Report have been addressed by Food Service Manager to the appropriate personnel.

(List pending items in appropriate "Required Corrective Action" section.)

22. The most recent DOH Food Service Inspection Report is posted on the school's web site. ☒ Yes ☐ No ☐ N/A
- EQUIPMENT**
23. Equipment, hoods and surrounding areas such as compartments, shelves, legs, are cleaned and sanitized to prevent the spread of bacteria and cross contamination. ☒ Yes ☐ No ☐ N/A
24. Can opener, slicers and other countertop food preparation equipment are clean and free of debris. ☒ Yes ☐ No ☐ N/A
25. Work surfaces, tables, shelves and drawers are clean and organized. ☒ Yes ☐ No ☐ N/A
26. Refrigerated equipment (Walk-ins, Reach-in Refrigerators/Freezers, Ice Machine, Beverage Coolers) are clean and organized, free of debris and residue. ☒ Yes ☐ No ☐ N/A
27. Refrigerated equipment is at proper temperatures (freezers below 0 degrees; refrigerators below 40 degrees), back up thermometers are placed in each unit and gaskets are in good condition. ☒ Yes ☐ No ☐ N/A
28. If Refrigerator/Freezer is not meeting proper temperatures, unit has been emptied, cleaned and marked "Do Not Use". ☐ Yes ☐ No ☒ N/A
29. Clothes dryer has venting system installed and the lint filter is clean. ☒ Yes ☐ No ☐ N/A
- RECORDS**
30. Requests for equipment repairs or necessary kitchen maintenance have been initiated by Food Service Manager in a timely manner and documented. ☒ Yes ☐ No ☐ N/A
31. Temperature readings are recorded twice daily for each refrigerator, freezer, milk box and dry goods storage areas. ☒ Yes ☐ No ☐ N/A
32. Temperature readings are recorded daily for meal components during preparation, reheating, holding and on serving lines. ☒ Yes ☐ No ☐ N/A
33. Food being transported is packaged to ensure protection from contamination and is kept at safe temperatures. ☐ Yes ☐ No ☒ N/A
34. HACCP binder is readily accessible and employees have been trained on content. The completed training roster is kept on file. The Description of Program Review and Facility form is filed in binder. ☒ Yes ☐ No ☐ N/A
35. HACCP weekly checklist is signed by Manager/Satellite Assistant, properly completed and filed in HACCP binder. ☒ Yes ☐ No ☐ N/A
36. Cleaning schedules are developed, implemented and posted. ☒ Yes ☐ No ☐ N/A
- FOOD**
37. Storeroom Issue Reports are easily accessible, completed thoroughly and accurately. ☒ Yes ☐ No ☐ N/A
38. Inventory levels are kept at a minimum according to participation and only appropriate menu items are in stock. ☒ Yes ☐ No ☐ N/A
39. All stock is dated: Month/Day/Year and rotated properly using the First in - First Out (FIFO) method. ☒ Yes ☐ No ☐ N/A
40. Items in inventory are scheduled to be used in a timely manner. USDA items must be used within 6 months of date received. ☒ Yes ☐ No ☐ N/A

This review reflects findings observed on this date.

Required Corrective Action (follow-up within 45 days).

a. Pending maintenance work order numbers and description.

WO#MC90826- Walk In Freezer door keeps building up ice, but id holding proper temperature

b. Additional repairs needed for equipment/facilities.

2 Door refrigerator (pc0677170) is being replaced by Department of Food and Nutrition

c. Tasks to be completed by food service staff.

Sanitation & Safety procedures are being followed by FS Staff. Good Job! Food Service Manager needs to send a written response via e-mail to FS Supervisor by 11/26/17 regarding status of completion of pending work order.

Other comments and observations during this review.

22) School site administration needs to ensure that the most recent copy of the DOH Food Service Inspection Report appears/is posted on the school's website. Site is posting 1/11/2017 report.

☐ Follow-up not required

☒ Written Response

☐ Follow-up Visitation

11/26/2017

Principal or Designee

KRISTIN HAYES

Select... ▼

Food Service Manager/Satellite Assistant

BRENDA MCMILLAN

Select... ▼

Food Service Administrator

KAREN DOUTHIT

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© 2002-2003 - Miami-Dade County Public Schools  
Department of Food & Nutrition - 9025  
7042 West Flagler Street  
Miami, Florida 33144  
Telephone: (786) 275-0400 Fax: (786) 275-0841