UNIVERSITY OF MICHIGAN OFF-CAMPUS HOUSING KITCHEN INSPECTION

HOUSE ___________________ ADDRESS ___________________ DATE ____________

INSPECTIONS PROVIDED BY THE UNIVERSITY OF MICHIGAN DEPARTMENT OF OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH (OSEH), OPERATIONAL SAFETY AND COMMUNITY HEALTH PROGRAM. PLEASE CONTACT OUR OFFICE AT (734) 647-1142 WITH ANY QUESTIONS OR COMMENTS

(CIRCLE ONE):  FRATERNITY  SORORITY  COOPERATIVE HOUSING UNIT

FACILITIES AND/OR PROCEDURES TO KEEP COLD FOODS COLD:

FACILITIES AND/OR PROCEDURES TO KEEP HOT FOODS HOT:

FACILITIES AND/OR PROCEDURES TO PROTECT FOOD FROM CONTAMINATION:

FACILITIES AND/OR PROCEDURES TO MAINTAIN SANITATION:

OTHER COMMENTS:
Introduction

The University of Michigan Department of Occupational Safety and Environmental Health (OSEH) conducts kitchen inspections in off-campus housing units that are members of the Office of Greek Life, the Inter-Cooperative Council, or a nationally recognized professional fraternal organization.

These off-campus housing units are considered private residences by the Michigan Public Health Code and do not receive a food service license to operate. Instead, they are inspected by OSEH and receive a certificate of compliance through an agreement with the City of Ann Arbor Housing Inspection Department. This means that food may be prepared for house residents and invited guests only. Food must not be taken out of these houses for distribution at other locations.

Small group housing inspections focus on four basic food safety issues:

- Keep hot food hot.
- Keep cold food cold.
- Protect food from contamination.
- Maintain sanitation.

1. **HOT FOODS**

   **Cooking**

   Be sure that there are facilities and procedures in place to cook foods properly. This may include ovens, ranges, microwave ovens, griddles, steam kettles, etc. This equipment must be in usable condition.

   Be sure to cook raw meat to the proper minimum internal temperature:

   - Poultry Products, Stuffed Meats or Seafood 165°F
   - Ground Beef 155°F
   - Pork, Solid Cuts of Beef 145°F
   - Fish 145°F

   **Thermometers**

   Be sure to have and use analog or digital (probe) thermometers to monitor the temperature of foods. These are similar to meat thermometers, but with a range of 0°F to
220°F. Thermometers that are missing, damaged, out of calibration, or that contain discharged batteries are of no value.

Be sure to clean these thermometers before and after each use, and store them in their plastic sheaths between uses.

**Ventilation Hoods**

Be sure that grease producing cooking equipment is located under a ventilation hood equipped with grease filters. Mesh type air filters are unsatisfactory, since they hold the grease; in the event of a fire, this grease becomes fuel. The hood must be designed to collect the grease for easy removal during normal cleaning procedures.

Be sure that all hoods over grease producing equipment are equipped with automatic fire suppression systems and that they have been inspected by a qualified technician within the last twelve months. Hand held fire suppression equipment must be inspected at least once during each twelve month period.

**Holding Hot Food**

Be sure that there are facilities and procedures in place to maintain hot food until served or discarded. Food may be held at 140°F in an oven or on a stove. Warming ovens, hot plates, and chaffing dishes (with Sterno™) are examples of other equipment that can be used to hold hot food. Be sure to use an analog or digital (probe) thermometer to monitor the temperature of foods.

2. **COLD FOODS**

Be sure that there are facilities and procedures in place to cool foods and to keep cold foods cold until they are served or discarded. This may include refrigerators, freezers, refrigerated bulk milk dispensers, or other cold holding units.

**Refrigerators & Freezers**

Be sure that refrigerators and freezers are in working condition, plugged in and turned on. They must be level and the doors must close. There must not be any holes extending into the refrigerated compartment. Refrigerator doors must not be damaged, missing, or left open for extended periods. Door gaskets must be in place. Cold foods must be held at an internal temperature of 41°F or less. Frozen foods must be kept frozen, with the freezer maintaining a temperature of 0°F or less.

**Refrigerator Thermometers**

Be sure that refrigerator thermometers are accessible and in working order. These thermometers are intended to monitor the temperature of the air within the refrigerated
compartment. If built in thermometers are not working properly, contact a service representative. Damaged thermometers must be repaired or replaced. Portable thermometers, if used, must be placed in a conspicuous location.

3. PROTECTING FOOD FROM CONTAMINATION

Storeroom

Be sure that food in bags is stored above the floor on shelves, racks, or pallets, or in plastic bins to facilitate cleaning and protect food from moisture. Canned goods must be stored dry. Rusted, swollen, or damaged canned goods must be discarded or sent back to the distributor for a refund. Floors, walls, and ceilings must be kept clean.

Refrigerators & Freezers

Be sure that raw meats are stored below any ready-to-eat food. Ready-to-eat foods that show evidence of being contaminated with raw meat drippage must be discarded. Food must be covered to minimize contamination.

Be sure the refrigerator is large enough for the amount of food stored in it; there must be room for chilled air to circulate properly.

Be sure to clean up any spilled food, broken glassware, raw meat drippage, or other food debris.

Food Preparation Area

Be sure that cutting boards, utensils (knives), table tops, counters, and other food contact surfaces are cleaned and sanitized after each use, especially after cutting raw meat. Items that have been washed and rinsed should then be dipped into a dilute solution of chlorine bleach (approximately 50 parts per million), about one teaspoon bleach per gallon of water. This solution may be stored in a pump-spray bottle labeled “Chlorine Bleach” for use with disposable paper towels. Provide indicator test strips, available through food suppliers, to monitor the concentration of the bleach solution.

Be sure that floors, walls, and ceilings, and other surfaces such as refrigerator doors and shelving, are kept clean.

During Service

Be sure that food is protected from contamination during service. Plastic laminate sneeze shielding, covers, lids, or similar method can be effective when used properly. Individual wrapping provides even more protection.
4. **SANITATION**

   **Handwashing**

   Be sure that there is at least one designated sink for handwashing where the cook(s) and other workers prepare foods. Soap and a supply of paper towels must be provided. The cook(s) must not use cloth towels to dry their hands since the towels tend to be used over and over thereby spreading contamination. People must not wash their hands in food preparation sinks. Conversely, handwashing sinks are not to be used for food preparation.

   **Toilet**

   Be sure that restroom facilities used by the cook are kept clean. Toilet paper must be provided. There must be a place for the cook(s) to wash their hands with soap and running water. Paper towels must be provided. A covered waste container must be provided.

   Be sure that no food, utensils, or single service items are stored in a restroom.

   **Washing, storage of utensils, dishes**

   Be sure that there is a method to wash and rinse dishware, flatware, pots, pans, etc. If a dish machine is provided, it must be in proper working condition. Detergent reservoirs, if used, must contain detergent.

   Be sure that clean items are stored in a sanitary manner. Cabinets, shelves, drawers, etc. must be kept clean. Spilled food must be cleaned up.

   **Garbage**

   Be sure that garbage disposals, if installed, are in working condition. Indoor garbage container(s) must be kept covered when not in use.

   Outdoors, garbage must be placed in dumpsters or durable, covered outdoor garbage containers. There must be no litter around or under the dumpster; garbage must not be stored outdoors in unprotected plastic bags.