DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR MEDICARE & MEDICAID SERVICES

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION	(X3) DATE SURVEY COMPLETED
	345467	A. BUILDING _____ B. WING _____	10/18/2012

NAME OF PROVIDER OR SUPPLIER	STREET ADDRESS, CITY, STATE, ZIP CODE
PRESBYTERIAN ORTHOPAEDIC HOSP-TRANSITIONAL CARE	1901 RANDOLPH ROAD CHARLOTTE, NC 28207

(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETION DATE
F 371 SS=E	483.35(i) FOOD PROCURE, STORE/PREPARE/SERVE - SANITARY The facility must - (1) Procure food from sources approved or considered satisfactory by Federal, State or local authorities; and (2) Store, prepare, distribute and serve food under sanitary conditions This REQUIREMENT is not met as evidenced by: Based on observations, interviews with staff and review of facility records, the facility failed to monitor and maintain the wash/rinse cycle temperatures of the high temperature sanitizing dish machine per manufacturer recommendations for 3 of 3 observations and maintain pot, pan and dish storage racks clean. 1. The facility policy "Dish machine Temperatures", revised January 2012, recorded in part, "Dish machine wash and rinse water should be maintained at temperatures not less than those established by the Food and Drug Administration, High Temperature Machine: Wash temperature 150 degrees Fahrenheit, Final Rinse temperature 180 degrees Fahrenheit." Dietary aide (DA) #1 was observed preparing dishes for the dish machine on 10/18/12 at 7:47 AM. At 7:57 AM dietary aide #1 inserted a stationary rack of metal sheet pans into the dish machine, the wash cycle temperature was 116 degrees Fahrenheit (F) and the rinse cycle	F 371	Responsible persons are Food & Nutrition and Plant Engineering Manager. • Immediate Action: Discontinued use of dish machine, all contents were removed and all other dishes/equipment in the dept. were pulled from service and rewashed using the 3-compartment sink process & sanitizer solution per policy. Correct water temperature was validated using a digital thermometer. • Engineering was called and an assessment revealed that the spence valve in the boiler room was regulating incorrectly. – Valve & steam lines were adjusted for proper steam pressure on 10/18/12 and the dish machine was put back in service & tested on 10/18/2012 – In follow-up it was found that a new pilot positioner was needed. The new part was ordered and installed the evening of 10/18/2012 – Further assessment found that a Tridium computer monitoring sensor was not connected to the dish machine and it was reconnected on 11/08/12 • The sensor alarms in Engineering through a page to the supervisor on-call when pressure & temperatures	10/18/12 10/18/12 11/08/12

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE: A Johnson | TITLE: Sr Director Nursing | (X6) DATE: NOV. 12, 2012

Any deficiency statement ending with an asterisk (*) denotes a deficiency which the institution may be excused from correcting providing it is determined that other safeguards provide sufficient protection to the patients. (See instructions.) Except for nursing homes, the findings stated above are disclosable 90 days following the date of survey whether or not a plan of correction is provided. For nursing homes, the above findings and plans of correction are disclosable 14 days following the date these documents are made available to the facility. If deficiencies are cited, an approved plan of correction is requisite to continued program participation.

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F 371	Continued From page 1 temperature was 178 degrees F. Interview with DA #1 during the observation revealed that the wash cycle temperature was too low. He stated that before he used the dish machine, his typical practice was to turn it on, allow the tank to fill, and make sure the booster switch was on. DA #1 further stated that he knew the water in the dish machine was hot enough and ready for use when the water was steamy and felt hot. He also stated that when in use, the wash cycle should be 150 degrees F and the final rinse cycle should be 160 degrees F. DA #1 stated that he informed his manager and the contractor who came to service the dish machine the prior week that the wash cycle temperature was not hot enough, but on 10/17/12, the water only reached 120-140 degrees F for the wash and between 170-180 degrees F for the rinse. When asked if he informed his manager of the wash/rinse cycle temperatures observed on 10/17/12, DA #1 stated "they know." During a second observation on 10/18/12 at 8:08 AM, stainless steel pans were washed with a wash cycle temperature of 113 degrees F and a final rinse cycle temperature of 153 degrees Fahrenheit. At 8:11 AM a third observation revealed stainless steel pans were washed with a wash cycle temperature of 112 degrees and a rinse cycle temperature of 178 degrees. These dishes were stored on racks for use and allowed to air dry. An interview on 10/18/12 at 8:18 AM with the Director of Food and Nutrition (DFN) revealed she was aware of the prior concerns with the temperature of dish machine. The DFN stated that the dish machine used hot water sanitizing	F 371	are not within acceptable ranges in both the wash & rinse cycles. The alarm was tested and found to be accurate, thus assuring proper functioning. The Engineering Supervisor on-call will communicate with the FNS Supervisor in charge to assure the dish machine has been placed out of service • Education in place for POH staff. See Appendix 1 – Engineering Staff to be completed by November 30, 2012 • For maximum coverage, backup Plant Engineering staff will be trained in this process by November 30, 2012. • Temperature Monitoring & Log: the log has been revised to include 1) a daily Steritech Monitoring Strips to test dishwasher temperature accuracy 2) the steps staff must take when temperatures are not within acceptable range. • See Appendix 2 – Temperature Log • Staff Reeducation: the on-site staff (19 of 30) received reeducation on expectations of the temperature monitoring & processes to ensure wash/rinse cycles are meeting standard temperatures on 10/19/2012. The remaining 11 staff members were reeducated on 11/5/2012 Staff non-compliance is addressed by the DFNS with the Progressive Disciplinary Policy and will be followed as appropriate • See Appendix 3 – Roster & Education • Monitoring & Maintenance: A monitoring plan was developed & implemented to monitor staff compliance with policy & process. • Indicators are described in more detail below and will include:	10/19/12 11/12/12 10/19/12 11/5/12 10/19/12 11/5/12 10/18/12

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F 371	Continued From page 2 with a chemical sanitizer back-up system. She described that repairs were made to the steam system the prior week because the water was not getting hot enough. She thought the dish machine worked properly since it was repaired, but she did not check the water temperature of the machine on 10/17/12 or 10/18/12. On 10/18/12 at 8:34 AM, an interview with the Maintenance Technician revealed he thought the dish machine had been working properly since it was repaired the prior week, he was not aware of current problems with the wash/rinse cycle temperatures until the DFN contacted him around 8:20 AM that morning (10/18/12). When he received a phone call about the dish machine, he checked the boiler room and noted that the steam head was loosing steam. The Maintenance Technician stated that he typically monitored this daily, but relied on dietary staff to notify him when there was a problem. On 10/18/12 at 8:45 AM, an interview with the Engineering Manager revealed that the dish machine was replaced about one year ago due to problems with water temperatures, but due to the availability of two boilers and one steam head to support all the hot water used in the facility, staff would need to continue to monitor water temperatures routinely. A telephone interview occurred on 10/18/12 at 9:15 AM, with the facility contractor for the dish machine and revealed that the heat tank for the wash cycle was not working at all if the wash cycle temperature was less than 150 degrees Fahrenheit. He confirmed that manufacture instructions for the wash cycle for a high	F 371	– Temperature checks – Testing the Tridium sensor system – Staff response to "simulated" out of range findings. • The aggregation of data on compliance as documented in the quality monitoring tool will be compiled and shared throughout the QA/PI system. • Director of Food Nutrition Services (DFNS) conducts daily monitoring of the dish machine temperature log to ensure dish machine temperature checks are done. • If the dish machine temperatures are out of range it is to be taken out of service if temperatures were outside the acceptable range and to provide oversight of the process to assure proper food storage • DFNS will report the aggregated data from the monitoring findings starting November 2012 – Reported at the unit level monthly staff meetings for 3 months ending January 30, 2013. – Reported at the Orthopedic Hospital facility Regulatory (Quality) Oversight Committee monthly meetings for 3 months ending January 30, 2013. – Reported to the facility administration Director of Operations monthly for 3 months • Past the 3 month process, proper food storage compliance will be reviewed monthly by the DFNS with the use of the Morrison Operations Scorecard starting by January, 2013. • Evidence of continued compliant results will be reported as a new indicator to the Presbyterian Orthopaedic Hospital facility Regulatory (Quality) Oversight Committee quarterly	

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F 371	Continued From page 3 temperature sanitizing dish machine should be 150-160 degrees F and 180 - 200 for the rinse cycle. A follow-up interview with the DFN on 10/18/12 at 9:38 AM revealed she should have monitored the dish machine wash/rinse cycle temperatures since there was a problem with temperatures last week. The DFN further stated that she expected staff to report any concerns to her regarding low dish machine temperatures and to only use the dish machine at proper temperatures. 2. On 10/17/12 at 9:56 AM, two metal storage racks were observed in the cook's prep area with a build-up of dust and debris on the each of the four shelves. The dust and debris was easily removed. The storage racks contained ready for use items that were stored directly on the shelves to include stainless steel pans, pizza pans, plastic cutting boards, steam table lids, plastic bins, and plastic trays. A follow-up observation of the same occurred on 10/18/12 at 7:40 AM. Both metal storage racks were observed again with a build-up of dust and debris with items stored ready for use. Additionally on 10/18/12 at 7:45 AM a metal storage rack with five green shelves was also observed with a build-up of white dust and debris. Stainless steel pots were observed stored directly on the shelving. On 10/18/12 at 7:58 AM, the dish machine area was observed with four storage racks that contained insulated dome lids and insulated dome bottoms stored to air dry after being	F 371	• Immediate Action: Deep cleaning of every shelf in kitchen with removal of product to ensure proper sanitation of shelf 10/18/12 • Rearrangement and removal of any uncovered supplies to low traffic area shelving. • Only covered items will be placed on these shelves in order to decrease exposure to debris. • Monitoring Tool: a quality monitoring tool was developed & implemented on to monitor compliance with Cleaning Manual Procedures according to Morrison Policy F020 Area and Equipment Cleaning Procedures 11/5/12 – Implemented Supervisor Master Cleaning Schedule 11/12/12 • Staff Reeducation: the on-site staff (19 of 30) received reeducation on the policy and process of how to properly clean racks. The remaining 11 staff members were reeducated on 11/5/12	10/18/12 10/22/12 11/5/12 11/12/12 11/5/12

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F 371	Continued From page 4 washed. The storage racks had a sticky dusty film on each of the four shelves. An interview with the DFN occurred on 10/18/12 at 9:38 AM. The cleaning schedule was reviewed during the interview and the DFN stated that the storage racks were not included in the cleaning schedule. She stated that the storage racks were typically cleaned weekly, and may have been cleaned in the last week, but she was not sure. The DFN also stated that she rounded in the kitchen daily, but the storage racks may have been missed during the rounds. She confirmed that the storage racks were dirty and needed to be cleaned.	F 371	• Management will complete weekly sanitation inspection and checklist according to Morrison Policy F015 – 98% compliance will be monitored via inspection for a 3 month period if the behavior is seen as a routine, the inspection can move to a monthly audit. – Staff non-compliance is addressed by the FNS with the Progressive Disciplinary Policy and will be followed as appropriate • See Appendix 4 – Sanitation & Infection Control Policy • QA/PI reporting of evidence of continued compliant results will be reported as a new indicator to the Presbyterian Orthopaedic Hospital facility Regulatory (Quality) Oversight Committee quarterly	

POH EDUCATION SBAR-Q ENGINEER DEPARTMENT

Dietary Dish Machine Wash Monitoring Sensors

Situation: POH Dietary Dish machine Wash and Rinse temperature monitoring.

Background: The wash and rinse temperatures are kept within a specific range to maintain Sterility.

Assessment: By monitoring the wash and rinse temperatures we help to maintain the required temperatures that is set in place. This is accomplished through our ***BAS system called Tridium***.

We monitor the wash and the rinse temperatures. If either moves out of range,

- It then reports to our first, second and third shift personnel, on call managers, on call pagers, dietary personnel,
- There is also an audible and visual device of notification located over the dish machine (yellow box).

Recommendation: If anyone locally hearing or seeing this alarm, as well as receiving a page of either temperatures being out of range needs to call Plant Engineering at ***ext 66000*** to report there is a problem.

We also will be receiving the alarm via Tridium and will be responding to visually inspect the machine to bring back into acceptable set point range.

Questions: Please contact Plant Engineering at 66000 or Danny Kendall at 704.507.9651

Please read and sign attached roster

POH EDUCATION SBAR-Q ENGINEER DEPARTMENT

Dietary Dish Machine Wash Monitoring Sensors

Education Roster

	EMPLOYEE NAME	EMPLOYEE ID#	DATE
1	Wes Ramsey	131950	11/8/12
2	Rob Minucci	144431	11/8/12
3	RON BRINDISI	126456	11.12.12
4			
5			
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20			

Appendix 2

DISHMACHINE TEMPERATURES

File and retain temperature records for 1 year.

MONTH OF: _____-

	BREAKFAST				NOON			EVENING			
DATE	WASH TEMP	RINSE TEMP	CHECKED BY	VERIFIED BY	WASH TEMP	RINSE TEMP	CHECKED BY	WASH TEMP	RINSE TEMP	CHECK BY	VERIFIED BY
1											
2											
3											
4											
5											
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STANDARDS: Wash: 150°F-160°F
Final Rinse: 180°F

(Policy #F019)

POH EDUCATION SBAR-Q DIETARY DEPARTMENT

Dietary Dishwasher Machine Monitoring

Dishwasher Machine Procedures

- Turn machine on
- Check for water in the basket. Basket must be full with water
- Run 3 empty racks through machine once
- At wash cycle- Check Wash Temperature Gauge this **MUST be between 150F-160F**
- At final rinse cycle- Check Final Rinse Temperature Gauge this **MUST be 180F and above**
- If Temperature are in compliance the dishes can be washed

Dishwasher Alerts

- If any temperature is out of compliance the alarm will sound (yellow box) above the dish machine and red light will be flashing.

- Stop machine and notify Supervisor/ Manager to call Plant Engineering

- ***DO NOT WASH DISHES IN MACHINE***

- If Supervisor or Manager is unavailable call the Plant Engineering Hot Line 66000 or on the weekends call 704-356-8789

- To facilitate washing of dishes used the three compartment sink while the dish machine is down for maintenance.

Food and Nutrition Inservice
Presbyterian Orthopaedic Hospital
October 19, 2012

In-service for the Dish Machine
Demonstration of use
Validation of use

Reviewed Dish Machine Procedures with Food Service Associates.

Alma Davis
Darlene Taylor
Irene Wilson
Tracey Burkart
Phil Mitchell
Reyna Moran
Milton Ricarte
Nancy Olivo
Roy Kinlaw
Tanika Massey
Alberto Irias
Barbara Williams
Joy Bostic
April Glover
Gustavo Yataco
LaTrina Simpson
Patrunza Davis
Jorge Chavez
Brittany Hill
Keyla Jones

All Food and Nutrition staff will show 100% compliance through validation by November 5, 2012

Food & Nutrition Inservice
Presbyterian Orthopaedic Hospital
October 25, 2012

In-service for Dish machine
Demonstration of Use
Validation of Use

Inservice for October 24th:

Mariquita Truesdale
Keyla Jones
Sasha Mateen
Rick Lewis
Edriana Hood
Tanika Davis
Amie Phillps
Iesha Bradley
Levester Townsend
Jessica Knox
Angelica Sanchez

All Food & Nutrition Staff will show 100% compliance through validation by November 5, 2012

Food and Nutrition Inservice
Presbyterian Orthopaedic Hospital
October 19, 2012

Proper Cleaning Procedures
Cleaning and organization of the kitchen
Demonstration of use
Validation of use

Proper Cleaning Procedures
Reviewed Cleaning Procedures for shelves in kitchen and dish room by all Food Service Associates.

Alma Davis
Darlene Taylor
Irene Wilson
Tracey Burkart
Phil Mitchell
Reyna Moran
Milton Ricarte
Nancy Olivo
Roy Kinlaw
Tanika Massey
Alberto Irias
Barbara Williams
Joy Bostic
April Glover
Gustavo Yataco
LaTrina Simpson
Patrunza Davis
Jorge Chavez
Brittany Hill

All Food and Nutrition staff will show 100% compliance through validation by November 5, 2012

Food & Nutrition Inservice
Presbyterian Orthopaedic Hospital
October 25, 2012

Proper Cleaning Procedures
Cleaning and organization of the Kitchen
Demonstration of Use
Validation of Use

2nd Inservice for October 25th:

Mariquita Truesdale
Keyla Jones
Sasha Mateen
Rick Lewis
Edriana Hood
Tanika Davis
Amie Phillps
Iesha Bradley
Levester Townsend
Jessica Knox
Angelica Sanchez

All Food & Nutrition Staff will show 100% compliance through validation by November 5, 2012

Section:	SANITATION AND INFECTION CONTROL	**Policy #F014**
Subject:	AREA AND EQUIPMENT CLEANING FREQUENCY/ SCHEDULES	**Date Issued: 5/95** **Date Revised: 7/07**

Appendix 4

POLICIES:

- A cleaning frequency is determined for all areas and equipment in the Food and Nutrition Services Department/Dining Services. An Area and Equipment Cleaning Frequency listing serves as the basis for 1) assignment of cleaning duties to staff, and 2) sanitation inspections.

- All staff is trained and assigned area and equipment cleaning tasks pertinent to their area.

PROCEDURES:

- Determine employee responsible for each task outlined on the Area and Equipment Cleaning Frequency.

- Use one of the following methods for assigning cleaning tasks to employees.

Method A: Use of Cleaning Matrix

- Construct a Daily Cleaning Matrix (see sample form). List all daily tasks and denote position numbers/names. Support the Matrix with time frames on the Daily Work Activities Schedules (i.e., 4:30 - 5:30 "Cleaning tasks as scheduled"). Add items to be cleaned weekly on daily form and denote which day they should be cleaned.

- Identify employees who will be utilized for Monthly/Special Cleaning Projects. Identify days of the week on which this employee will complete monthly/special cleaning tasks.

- Construct a Monthly/Special Cleaning Matrix, similar to the Daily Cleaning Matrix. To allow for flexibility in accomplishing Monthly/Special tasks, complete the matrix with X's rather than employee numbers or names. Employees assigned to Monthly/Special cleaning will check with management concerning tasks required.

Method B: Use of Daily Work Activities Schedules

Daily Cleaning:

- List daily tasks directly on the Daily Work Activities Schedule of various positions.

Weekly Cleaning: (also 2x weekly, 3x weekly, 4x weekly)

- Note "Mon. _____", etc on the Daily Work Activities Schedule for the position.

Monthly/Special Cleaning

- On employee's Daily Work Activities Schedules, allow time for "other cleaning." This may be scheduled for one day per week. Example: "Fri: Other cleaning as scheduled."

Method C: Use of both Daily Cleaning Matrix and Daily Work Activities Schedules

Daily Cleaning:

- List daily tasks directly on the Daily Work Activities Schedules of various positions.

Weekly Cleaning:

- Use the Daily Cleaning Matrix for weekly tasks also.

Section: SANITATION AND INFECTION CONTROL	Policy #F020 Date Issued: 5/95 Date Revised: 7/07
Subject: AREA AND EQUIPMENT CLEANING PROCEDURES	

POLICIES:

- Area and Equipment Cleaning Procedures are written for all areas and equipment in the department.
- The procedures are written and/or approved by a member of management.
- The procedures are written to cover all necessary safety precautions.
- Written procedures are used as the basis for on-the-job training and in-service education.

Reference on Cleaning Procedures and Checklists: Morrison Today in the In Service Training Manual

DAILY CLEANING MATRIX

DATE: _____

PERSON RESPONSIBLE	TASK	COMMENTS/SPECIAL INSTRUCTIONS	COMPLETED
Steven W.	Bakers Oven	Include wall behind.	
Debbie A.	Trayline Conveyor Belt	Also lift belt and clean under.	
Barb N.	Trayline & Paper Supply Shelf	Organize - clean and polish	
Dean D.	Dishroom Pit Area	Scrub walls, clean drain and grate.	
Tina D.	Private Dining Room Shelves	Organize china	
Lexie K.	Cafeteria Decorations	Dust & wash. Send fabric to laundry.	
Nichole A.	Defrost & Sanitize Ice Cream Freezer		
Florian P.	Back Stainless Steel Wall	Clean & polish.	
George P.	Hood – Exterior	Wash & polish.	

(Policy #F014)

FYI

Policy #F014

AREA AND EQUIPMENT CLEANING FREQUENCY

The attached "Area and Equipment Cleaning Frequency" is a prototype of an actual area and equipment cleaning frequency to be developed by the department.

Alter this prototype to reflect equipment and surfaces in your department.

The frequencies listed in the prototype are suggestions and are to be adjusted to reflect your needs.

The Estimated Times listed on the prototype ***will vary*** according to number and size of each piece of equipment.

The Position Responsible will also vary according to each facility/community. Use the sample as a guide while you modify this table to your department's needs.

The Products recommended may vary; however, approved Ecolab products are recommended for cost, effectiveness and quality.

AREA AND EQUIPMENT CLEANING FREQUENCY

TILE FLOORS

Inspection S U	Equipment/Area/Tasks/Comments		Est. Time (Minutes)	Product	Frequency	Position
	All Tile Floors	Sweep Mop/Deck Brush		Oasis 115XP or Solid Regain	Daily (for 6 days)	
				Top Quarble or Oasis 125XP	7th day (in lieu of above)	

NOTE: **Oasis 115XP = Ammoniated Floor Cleaner**
Oasis 133 = All Purpose Cleaner & Degreaser
Oasis 136 = Multi Surface Cleaner
Oasis 144 or Oasis 146 = Quat Sanitizer
Oasis 125XP = Quarry Tile Floor Stripper

(Policy #F014)

AREA AND EQUIPMENT CLEANING FREQUENCY

DIET OFFICE

Inspection S U	Equipment/Area/Tasks/Comments		Est. Time (Minutes)	Product	Frequency	Position
	Windows	Clean	15	Glass Cleaner Oasis 255	Weekly	Diet Asst.
	Desks/Counters	Clean	5	Oasis 133	Daily	Diet Clerks
	Bulletin Board	Straighten Organize	5		Weekly	Diet Tech
	Trash Cans	Empty Clean	5	Oasis 133	Daily	Porter Porter
	Floor	Sweep Mop Strip Wax & Buff	5 15 10 30	Oasis 115XP Floor Stripper Wax	Daily Daily Quarterly Quarterly	Porter Porter Environmental Services Environmental Services
	Book Shelves	Organize & Dust	10		Weekly	Diet Clerk

NOTE: **Oasis 115XP = Ammoniated Floor Cleaner**
Oasis 133 = All Purpose Cleaner & Degreaser
Oasis 136 = Multi Surface Cleaner
Oasis 144 or Oasis 146 = Quat Sanitizer
Oasis 125XP = Quarry Tile Floor Stripper

AREA AND EQUIPMENT CLEANING FREQUENCY

POT AREA

Inspection S U	Equipment/Area/Tasks/Comments		Est. Time (Minutes)	Product	Frequency	Position
	Pot Sinks - Clean & Sanitize - Front/Legs	 Clean & Sanitize Clean	 10 15	 Oasis 144 or Oasis 146 Oasis 133	 Daily Weekly	 Porter Porter
	Drain Boards & Garbage Disposer	Scrub	10	Oasis 144 or Oasis 146	Daily	Porter
	Walls - Hose/Spray Down - Splash Guards - Walls (including under sinks)	 Clean Clean Clean	 5 5 30	 Oasis 133 Oasis 133 Oasis 133	 Daily Daily Weekly	 Porter Porter Porter
	Shelves	Organize Clean & Sanitize	5 15	Oasis 133/Oasis 144 or Oasis 146	Daily Weekly	Porter Porter

NOTE: **Oasis 115XP = Ammoniated Floor Cleaner**
Oasis 133 = All Purpose Cleaner & Degreaser
Oasis 136 = Multi Surface Cleaner
Oasis 144 or Oasis 146 = Quat Sanitizer
Oasis 125XP = Quarry Tile Floor Stripper

(Policy #F014)

AREA AND EQUIPMENT CLEANING FREQUENCY

DEPARTMENT (SPECIAL)

Inspection S U	Equipment/Area/Tasks/Comments		Est. Time (Minutes)	Product	Frequency	Position
	Vents	Paint			PRN	Maintenance Dept.
	Walls	Paint			PRN	Maintenance Dept.
	Ceiling	Clean, replace tiles, paint		Oasis 136	Annual	Maintenance Dept.
	Light Fixtures	Clean covers Replace bulbs		Oasis 136	2x Annual PRN	Porter Storeroom Clerk

NOTE: **Oasis 115XP = Ammoniated Floor Cleaner**
Oasis 133 = All Purpose Cleaner & Degreaser
Oasis 136 = Multi Surface Cleaner
Oasis 144 or Oasis 146 = Quat Sanitizer
Oasis 125XP = Quarry Tile Floor Stripper

AREA AND EQUIPMENT CLEANING FREQUENCY

STOREROOM AREA

Inspection S U	Equipment/Area/Tasks/Comments		Est. Time (Minutes)	Product	Frequency	Position
	Shelves	Organize Clean & Sanitize	 30	 Oasis 144 or Oasis 146	Daily Weekly	Storeroom Clerk Storeroom Clerk
	Walls	Clean	90	Oasis 136	Quarterly	Storeroom Clerk
	Floor	Sweep Mop	5 15	 Oasis 115XP	Daily Weekly	Storeroom Clerk Storeroom Clerk
	Receiving Dock	Sweep Mop & Hose Free of Clutter Dollie	5 15 5 10	 Oasis 115XP Oasis 115XP	Weekly Weekly Daily Weekly	Storeroom Clerk Storeroom Clerk Storeroom Clerk Storeroom Clerk
	Chemical Storage - Floors - Walls - Shelves - Products Labeled	 Sweep & Mop Clean Clean & Organize Check	 10 15 10 2	 Oasis 115XP Oasis 136 Oasis 136	 Daily Monthly Weekly Daily	 Storeroom Clerk Storeroom Clerk Storeroom Clerk Storeroom Clerk
	Paper Storage - Shelves - Floors - Walls	 Clean Organize Sweep Mop Clean	 5 10 5 10 15	 Oasis 136 Oasis 115XP Oasis 136	 Daily Quarterly Daily Weekly Quarterly	 Storeroom Clerk Storeroom Clerk Storeroom Clerk Storeroom Clerk Storeroom Clerk
	Janitorial Closet - Walls - Floors - Drain/Floor Sink	 Clean Sweep & Mop Clean & Scrub	 10 10 5	 Oasis 136 Oasis 115XP Oasis 115XP	 Weekly Daily Daily	 Porter Porter Porter
	Mop Buckets	Clean	5	Oasis 133	Daily	Porter
	Mop Heads	To Laundry		Perma Brite	Daily	Porter
	Ice Machine - Ice Bin - Outside ****DO NOT STORE SCOOP IN BIN. HANG ON SIDE.****	 Empty, Clean & Sanitize Clean & Sanitize	 30 5	 Oasis 133/Oasis 144 or Oasis 146 Oasis 133/Oasis 144 or Oasis 146	 Monthly Weekly	 Storeroom Clerk Storeroom Clerk

NOTE: **Oasis 115XP = Ammoniated Floor Cleaner** **Oasis 136 = Multi Surface Cleaner** **Oasis 125XP = Quarry Tile Floor Stripper**
Oasis 133 = All Purpose Cleaner & Degreaser **Oasis 144 or Oasis 146 = Quat Sanitizer**

(Policy #F014)

AREA AND EQUIPMENT CLEANING FREQUENCY
CAFETERIA AREA

Inspection S U	Equipment/Area/Tasks/Comments		Est. Time (Minutes)	Product	Frequency	Position
	Entrance					
	- Floor	Sweep & Mop	15	Oasis 115XP	Daily	Porter
	- Tray/Silverware Area	Clean & Fill	5	Stainless Steel Polish	After Each Use	Porter
	- Menu Board	Clean	2	Oasis 136	Daily	Cafe Servers
	Signage	Dust & Clean	15	Oasis 133	Quarterly	Cafe Servers
	Bag In the Box Storage					
	- Shelves/Racks	Clean & Sanitize	10	Oasis 133/Oasis 144 or Oasis 146	Weekly	Cafe Servers
	- Floor	Sweep & Mop	5	Oasis 115XP	Daily	Cafe Servers
	Soda Dispenser					
	- Outside	Clean & Sanitize	5	Oasis 133/Oasis 144 or Oasis 146	Daily	Cafe Server
	- Nozzles	Soak & Wash	Overnight	Oasis 133/Oasis 144 or Oasis 146	Daily	Cafe Server
	Ice Dispenser	Clean & Sanitize	5	Oasis 133/Oasis 144 or Oasis 146	Daily	Cafe Server
	Coffee Area					
	- Inside Urns	Clean & Rinse	5	Urnex	Daily	Cafe Server
	- Outside	Clean & Shine	3	Oasis 133 & Stainless Steel Polish	Daily	Cafe Server
	- Mugs	Destain	30	Bleach or Dip It	Monthly	Cafe Server
	High Chairs	Clean & Sanitize	5	Oasis 133/Oasis 144 or Oasis 146	Daily	Cafe Server
	Tables					
	- Tops	Clean & Sanitize	Varies	Oasis 133/Oasis 144 or Oasis 146	After Each Use	Cafe Server
	- Legs	Clean & Sanitize		Oasis 133/Oasis 144 or Oasis 146	Monthly	Cafe Server
	Chairs					
	- Seats/Backs	Clean	Varies	Oasis 133/Oasis 144 or Oasis 146	Daily	Cafe Server
	- Legs	Clean		Oasis 133/Oasis 144 or Oasis 146	Quarterly	Cafe Server
	Baseboards	Clean & Sanitize	30	Oasis 144 or Oasis 146	Monthly	Porter
	Kick Plates					
		Clean	10	Oasis 133	Weekly	Porter
		Polish	5	Stainless Steel Polish	Weekly	Porter

NOTE: **Oasis 115XP = Ammoniated Floor Cleaner**
Oasis 133 = All Purpose Cleaner & Degreaser
Oasis 136 = Multi Surface Cleaner
Oasis 144 or Oasis 146 = Quat Sanitizer
Oasis 125XP = Quarry Tile Floor Stripper

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