State Survey Preparation

READINESS CHECKLIST

LYONS HEALTH LABS

Checklist Completed By: _____ Date Completed: _____

Signature: _____ Facility / Department: _____

YES	NO	N/A	KEY AREAS	COMMENTS AND FEEDBACK
			1. General Foodservice Operation	
☐	☐	☐	Are the kitchen, storage, and dining areas clean, organized, and clutter-free?	
☐	☐	☐	Do all kitchen staff wear clean uniforms, aprons, and hair restraints, and wash hands as needed?	
☐	☐	☐	Are daily cleaning schedules followed and documented? Is equipment cleaned and maintained per the cleaning schedule?	
☐	☐	☐	Are thermometers calibrated regularly?	
			2. General Foodservice Operation	
☐	☐	☐	Is food purchased only from approved vendors?	
☐	☐	☐	Is the first in, first out method used to keep inventory fresh?	
☐	☐	☐	Are refrigerators maintained at ≤ 41°F and freezers at ≤ 0°F?	
☐	☐	☐	Are dry storage items organized, labeled, dated, off the floor?	
☐	☐	☐	Are opened foods properly sealed, labeled, and dated?	
☐	☐	☐	Are chemicals stored separately from food and properly labeled?	
			3. Food Preparation and Service	
☐	☐	☐	Is cross-contamination prevented by using designated, separate cutting boards for raw meat, fish, and poultry?	
☐	☐	☐	Are internal cooking temperature guidelines followed (Poultry: 165°F, Ground meat: 155°F, Seafood: 145°F)?	
☐	☐	☐	Are proper cooling procedures followed (Hot foods cooled to ≤41°F within 4 hours)?	
☐	☐	☐	Are foods reheated to 165°F for ≥15 seconds before serving?	
☐	☐	☐	Are gloves worn when handling ready-to-eat foods?	
			4. Sanitation and Dishwashing	
☐	☐	☐	Are proper washing, rinsing, and sanitizing procedures followed for dish machines and 3-compartment sinks?	
☐	☐	☐	Does the dish machine water reach a final rinse temperature of 180°F (or per manufacturer's guidelines)?	
☐	☐	☐	Are proper sanitizing solution concentrations maintained (per manufacturer's instructions)?	
☐	☐	☐	Are clean and dirty dish areas kept separate?	
☐	☐	☐	Are dishes, trays, and utensils free from food residue and grease buildup?	

State Survey Preparation

READINESS CHECKLIST

LYONS HEALTH LABS

YES	NO	N/A	KEY AREAS	COMMENTS AND FEEDBACK
			5. Staff Training and Compliance	
☐	☐	☐	Do all kitchen staff hold current ServSafe or state-mandated food safety training?	
☐	☐	☐	Are infection control policies enforced, including proper glove use and mask requirements?	
☐	☐	☐	Is an emergency food supply maintained for at least 3 days?	
☐	☐	☐	Are fire suppression systems, exhaust hoods, and grease traps cleaned and maintained regularly?	
☐	☐	☐	Are disaster/emergency plans up to date and accessible?	
			6. Dining Room and Meal Service	
☐	☐	☐	Are dining areas kept clean, well-lit, and comfortable?	
☐	☐	☐	Are tables, chairs, adaptive equipment in good condition?	
☐	☐	☐	Are proper table setting procedures followed (clean, sanitized, and correctly arranged)?	
☐	☐	☐	Is resident dignity preserved during meals by offering assistance respectfully?	
☐	☐	☐	Are meals served promptly and consistent with posted menus?	
			7. Resident Needs and Clinical Documentation	
☐	☐	☐	Do diet orders match what was served, including modifications for texture, allergies, and cultural or religious needs?	
☐	☐	☐	Is adaptive equipment provided as needed?	
☐	☐	☐	Are accurate records of nutrition assessments, interventions, and weight trends maintained?	
☐	☐	☐	Are meal substitutions recorded and ensured to meet nutritional requirements?	
			8. Surveyor Preparation	
☐	☐	☐	Do staff receive training to confidently answer surveyor questions?	
☐	☐	☐	Are policies, procedures, and logs for foodservice, including temperature logs, cleaning schedules, diet orders, and training records, readily available for surveyors?	
☐	☐	☐	Is a spokesperson (CDM, RDN) designated to guide surveyors during kitchen and dining inspections?	

State Survey Preparation

READINESS CHECKLIST

LYONS HEALTH LABS

Checklist Completed By: _____ Date Completed: _____

Signature: _____ Facility / Department: _____

YES	NO	N/A	KEY AREAS	COMMENTS AND FEEDBACK
			1. General Foodservice Operation	
☐	☐	☐	Are the kitchen, storage, and dining areas clean, organized, and clutter-free?	
☐	☐	☐	Do all kitchen staff wear clean uniforms, aprons, and hair restraints, and wash hands as needed?	
☐	☐	☐	Are daily cleaning schedules followed and documented? Is equipment cleaned and maintained per the cleaning schedule?	
☐	☐	☐	Are thermometers calibrated regularly?	
			2. General Foodservice Operation	
☐	☐	☐	Is food purchased only from approved vendors?	
☐	☐	☐	Is the first in, first out method used to keep inventory fresh?	
☐	☐	☐	Are refrigerators maintained at ≤ 41°F and freezers at ≤ 0°F?	
☐	☐	☐	Are dry storage items organized, labeled, dated, off the floor?	
☐	☐	☐	Are opened foods properly sealed, labeled, and dated?	
☐	☐	☐	Are chemicals stored separately from food and properly labeled?	
			3. Food Preparation and Service	
☐	☐	☐	Is cross-contamination prevented by using designated, separate cutting boards for raw meat, fish, and poultry?	
☐	☐	☐	Are internal cooking temperature guidelines followed (Poultry: 165°F, Ground meat: 155°F, Seafood: 145°F)?	
☐	☐	☐	Are proper cooling procedures followed (Hot foods cooled to ≤41°F within 4 hours)?	
☐	☐	☐	Are foods reheated to 165°F for ≥15 seconds before serving?	
☐	☐	☐	Are gloves worn when handling ready-to-eat foods?	
			4. Sanitation and Dishwashing	
☐	☐	☐	Are proper washing, rinsing, and sanitizing procedures followed for dish machines and 3-compartment sinks?	
☐	☐	☐	Does the dish machine water reach a final rinse temperature of 180°F (or per manufacturer's guidelines)?	
☐	☐	☐	Are proper sanitizing solution concentrations maintained (per manufacturer's instructions)?	
☐	☐	☐	Are clean and dirty dish areas kept separate?	
☐	☐	☐	Are dishes, trays, and utensils free from food residue and grease buildup?	

State Survey Preparation

READINESS CHECKLIST

LYONS HEALTH LABS

YES	NO	N/A	KEY AREAS	COMMENTS AND FEEDBACK
			5. Staff Training and Compliance	
☐	☐	☐	Do all kitchen staff hold current ServSafe or state-mandated food safety training?	
☐	☐	☐	Are infection control policies enforced, including proper glove use and mask requirements?	
☐	☐	☐	Is an emergency food supply maintained for at least 3 days?	
☐	☐	☐	Are fire suppression systems, exhaust hoods, and grease traps cleaned and maintained regularly?	
☐	☐	☐	Are disaster/emergency plans up to date and accessible?	
			6. Dining Room and Meal Service	
☐	☐	☐	Are dining areas kept clean, well-lit, and comfortable?	
☐	☐	☐	Are tables, chairs, adaptive equipment in good condition?	
☐	☐	☐	Are proper table setting procedures followed (clean, sanitized, and correctly arranged)?	
☐	☐	☐	Is resident dignity preserved during meals by offering assistance respectfully?	
☐	☐	☐	Are meals served promptly and consistent with posted menus?	
			7. Resident Needs and Clinical Documentation	
☐	☐	☐	Do diet orders match what was served, including modifications for texture, allergies, and cultural or religious needs?	
☐	☐	☐	Is adaptive equipment provided as needed?	
☐	☐	☐	Are accurate records of nutrition assessments, interventions, and weight trends maintained?	
☐	☐	☐	Are meal substitutions recorded and ensured to meet nutritional requirements?	
			8. Surveyor Preparation	
☐	☐	☐	Do staff receive training to confidently answer surveyor questions?	
☐	☐	☐	Are policies, procedures, and logs for foodservice, including temperature logs, cleaning schedules, diet orders, and training records, readily available for surveyors?	
☐	☐	☐	Is a spokesperson (CDM, RDN) designated to guide surveyors during kitchen and dining inspections?	