



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 512 INSPECTING SCHOOL FACILITIES

POLICY: Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department of Health that includes the licensing and inspection of public and semi-public School Foodservice Facilities. Central Valley Health District has adopted by reference North Dakota Century Code chapters 23-09, Food Establishments, Lodging Establishments and Assisted Living Facilities and North Dakota Administrative Code chapter 33-33-04 as pertaining to restaurant facilities. Except that “Department” shall mean Central Valley Health District (CVHD). Additionally the building and grounds are also inspected for health and sanitation concerns.

PROCEDURE:

1. All public and semi-public School Foodservice Facility information is maintained in the EH Inspections Database located under Environmental Health on the CVHD shared drive. This includes facility address, billing, and licensure information.
2. Logs are kept of previous facility inspections, including dates. These records are used to determine the inspection schedule. Inspection frequency should be based on measure of risk, complaints, previous violations, or at indicated intervals for routine inspections.
3. Select the facility to be inspected. Upon arrival at the facility, identify yourself to the office staff as well as the kitchen staff.
4. Conduct inspection to determine compliance with health standards using the Restaurant Inspection Form.
 - a. Utilize proper equipment to aid in the inspection process.
 - b. During the inspection focus on factors involved in infection and the transmission of disease such as food source, personal hygiene, employee health, sanitizing equipment, time-temperature relationships, sanitary food preparation and service.
5. Conduct inspections of bathrooms and lavatories, checking for cleanliness, structural integrity of privacy dividers, hot and cold running water, an ample supply of soap and approved hand drying materials or devices, toilet paper, proper ventilation and lighting and covered waste receptacles.
6. Inspect locker rooms for cleanliness, ample space, hot and cold running water, lighting and ventilation, toilets and plumbing problems.
7. Check drinking fountains for code violations.
8. Any deficiencies found relating to the building and grounds separate from the foodservice, are noted on a comment sheet and shall be left with office staff detailing the issues.



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

9. Discuss any violations with the management or person-in-charge and indicate corrective procedures and time of correction, if necessary.
 - a. Provide a copy of the completed inspection forms to the facility.
 - b. Notify of any updates to the Restaurant Facility Requirements. The requirements are available on CVHD's website or a paper copy is available through the Environmental Health Division
<http://www.legis.nd.gov/cencode/t23c09.pdf>
<http://www.ndhealth.gov/FoodLodging/PDF/North%20Dakota%20Food%20Code%202003.pdf>
10. Make follow-up inspections and visits as indicated. Follow the above listed procedure for any necessary follow-up inspections.
11. Log the appropriate information into EH Inspections Database.
12. Retain the original copy of the inspection for CVHD Environmental Health Records.