

SUVA CITY COUNCIL

Health Services Department

B



INSPECTION REPORT FOR HOTELS, PRIVATE HOTELS, TOURIST APARTMENTS, GUEST HOUSES, BOARDING HOUSES, HOMESTAYS WITH/WITHOUT LIQUOR LICENCE

PREMISES KNOWN AS:

NATURE OF BUSINESS:

LOCATION OF PREMISES:

NAME OF LICENCEE:

NO. OF STAFF & EMPLOYEES: (F) (M)

| A. | FRONT DESK SERVICE COUNTER AREA & OFFICE | CONDITIONS IN BRIEF |
|-----------|--|----------------------------|
| 1. | Floor | |
| 2. | Walls | |
| 3. | Ceiling | |
| 4. | Light and Ventilation | |
| 5. | Furniture provided | |
| | | |
| B. | LOUNGE ROOM/ SITTING AREA | |
| 1. | Floor | |
| 2. | Walls | |
| 3. | Ceiling | |
| 4. | Light and Ventilation | |
| 5. | Tables and Chairs | |
| | | |
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| C. | BEDROOMS or SELF-CONTAINED ROOMS | |
| 1. | Floor | |
| 2. | Walls | |
| 3. | Ceiling | |
| 4. | Lighting and Ventilation | |
| 5. | Furniture – eg. Beds - etc | |
| 6. | Supply of bed linen, pillow cases, towels - etc | |
| 7. | Pillows & Pillow bags | |
| 8. | Mattresses & Mattress covers | |
| 9. | Bathrooms and toilets | |
| 10. | Other facilities | |
| | | |
| | | |
| D. | KITCHEN (if applicable) | |
| 1. | Floor – made of materials easy to clean & sanitize | |
| 2. | Walls - made of materials easy to clean & sanitize | |
| 3. | Ceiling - made of materials easy to clean & sanitize | |

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| 4. | Light and Ventilation - Is it provided & with proper ventilation? | |
| | Lighting: | |
| | • Natural | |
| | • Artificial - adequate and protected | |
| | Ventilation: | |
| | • Natural | |
| | • Artificial - adequate and allows for good extraction (Hood, Exhaust Fan, Duct, Chimney) | |
| 5. | Work sinks & provision of hot & cold water - At least double bowl sinks | |
| 6. | Disinfectant used for dishwashing...etc | |
| 7. | Hand washing facilities for workers | |
| | Wash hand basin | |
| | Liquid soap & paper towels in dispensers | |
| 8. | Preparation Tables, chopping boards/ blocks – are they properly maintained. | |
| 9. | Refrigerators (include proper separation of foods kept) & proper temperature control | |
| 10 | Any leftover cooked food kept? | |
| 11 | Raw Food Storage | |
| 12 | Cooked Food Storage | |
| 13 | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| 14 | Sufficient areas to carryout work under sanitary and hygienic conditions | |
| 15 | Does the preparation prevent contamination | |
| 16 | Is the preparation and handling of higher risks foods segregated | |
| 17 | CROCKERY & CUTLERIES | |
| | Are they made of non-corrosive material, easy to clean & sanitize? | |
| | Cleaning procedures in place for crockery & cutleries? | |
| | Drying racks, meat boards and vegetable boards available with impervious and easy to clean and sanitize materials | |
| 18 | PREPARATION: | |

| | | |
|-----------|--|--|
| | Food prepared under required temperature? | |
| | Precooked, Potentially Hazardous Food [PHF] from commercial food processing establishments that is supposed to be reheated, is reheated to 60°C within 2 hours | |
| | Meat products other than a single portion, are being cooked frozen or partially thawed | |
| | Eggs found dirty(soiled), cracked; liquid, frozen or powdered not pasteurized | |
| | Cans of food products blown, leaking or rusted and not segregated from consumable foods | |
| | Unpasteurized milk present | |
| | Raw food not properly washed prior to serving? | |
| | Unprotected PHF re-served? | |
| | Thawing procedure improper? | |
| | Are foods protected from contamination during transportation and service? | |
| | Food contact surfaces not properly maintained? | |
| | Are there any records or logs to show maintenance of food safety? | |
| 19. | PROTECTION AGAINST VERMINS AND PESTS | |
| | Are there effective and appropriate vermin proofing protection facilities? | |
| | Procedure and monitoring frequency? Records available/ existing plans for pest control management? | |
| | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| | | |
| E. | <u>FOOD SERVICE COUNTER AREA.</u> | |
| 1 | Floor - made of materials easy to clean & sanitize | |
| 2 | Walls - made of materials easy to clean & sanitize | |
| 3 | Ceiling - made of materials easy to clean & sanitize | |
| 4 | Light and Ventilation - Is it provided & with proper ventilation? | |
| | Lighting: | |
| | <ul style="list-style-type: none"> • Natural | |
| | <ul style="list-style-type: none"> • Artificial - adequate and protected | |
| | Ventilation: | |
| | <ul style="list-style-type: none"> • Natural | |

| | | |
|-----------|--|--|
| | <ul style="list-style-type: none"> Artificial - adequate and allows for good extraction | |
| 5. | Shelves, Cabinet, Counter | |
| 6. | Food Warmers (Temperature: $\geq 60^{\circ}\text{C}$) | |
| 7. | Hand Basin, Liquid Soap, Paper Towels in dispensers | |
| 8. | Sufficient areas to carryout work under sanitary and hygienic conditions | |
| 9. | FOOD WARMERS: | |
| | Is the food warmer in good working condition | |
| | Food warmers maintained at adequate temperature: above 60°C | |
| | Is it protected from external environment contamination? (Flies, dusts, cockroaches ...etc) | |
| | Do handling and serving practices prevent contamination? | |
| 10. | PROTECTION AGAINST VERMINS AND PESTS | |
| | Are there effective and appropriate vermin proofing protection facilities. | |
| | Procedure and monitoring frequency? | |
| | Records available/ existing plans for pest control management? | |
| | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| 11. | CROCKERY & CUTLERIES | |
| | Are they made of non-corrosive material, easy to clean & sanitize? | |
| | Cleaning procedures in place for crockery & cutleries? | |
| | Drying racks, meat boards and vegetable boards available with impervious and easy to clean and sanitize materials. | |
| F. | LIQUOR BAR AREA [if applicable] | |
| 1. | Floor - made of materials easy to clean & sanitize | |
| 2. | Walls - made of materials easy to clean & sanitize | |
| 3. | Ceiling - made of materials easy to clean & sanitize | |
| 4. | Light and Ventilation - Is it provided & with proper ventilation? | |
| | Lighting: | |

| | | |
|-----------|--|--|
| | <ul style="list-style-type: none"> Natural | |
| | <ul style="list-style-type: none"> Artificial - adequate and protected | |
| | Ventilation: | |
| | <ul style="list-style-type: none"> Natural | |
| | <ul style="list-style-type: none"> Artificial - adequate and allows for good extraction | |
| 5. | Work sinks and provision of hot & cold water | |
| 6. | Disinfectant used for dishwashing...etc | |
| 7. | Wash hand basin for workers, Liquid Soap & Paper Towels in dispensers | |
| 8. | Shelves, Racks, Counter | |
| 9. | Drinking glasses, etc) - Are they made of non-corrosive material, easy to clean & sanitize? | |
| 10. | Cleaning procedures in place for glasses, jugs ...etc? | |
| 11. | Drying racks, available with impervious and easy to clean and sanitize materials | |
| 12. | Sufficient areas to carryout work under sanitary and hygienic conditions | |
| 13. | PROTECTION AGAINST VERMINS AND PESTS | |
| | Are there effective and appropriate vermin proofing protection facilities | |
| | Procedure and monitoring frequency? Records available/ existing plans for pest control management? | |
| | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| G. | <u>DINING ROOM AREA.</u> | |
| 1. | Floor - made of materials easy to clean & sanitize | |
| 2. | Walls - made of materials easy to clean & sanitize | |
| 3. | Ceiling - made of materials easy to clean & sanitize | |
| 4. | Light and Ventilation - Is it provided & with proper ventilation? | |
| | Lighting: | |
| | <ul style="list-style-type: none"> Natural | |
| | <ul style="list-style-type: none"> Artificial - adequate and protected | |
| | Ventilation: | |
| | <ul style="list-style-type: none"> Natural | |
| | <ul style="list-style-type: none"> Artificial - adequate and allows for good extraction | |

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| 5. | Tables and Chairs | |
| 6. | Hand washing & drying facilities | |
| 7 | Sufficient areas to carryout work under sanitary and hygienic conditions | |
| 8 | PROTECTION AGAINST VERMINS AND PESTS | |
| | Are there effective and appropriate vermin proofing protection facilities | |
| | Procedure and monitoring frequency? Records available/ existing plans for pest control management? | |
| 9. | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| H. | <u>TOILETS</u> [Males and Females] | |
| 1. | Is it available & sufficient | |
| | No. of w/c - employees | |
| | No. of urinals - employees | |
| | No. of w/c - patrons | |
| | No. of urinals - patrons | |
| | Pan, Seat, Urinal | |
| | Provision of toilet papers | |
| 2. | Is it opened directly onto the food preparation area? | |
| 3. | Are they equipped with working water – flushing system? | |
| 4. | Is it provided with hand washing facilities (hand sanitizers & disposable towels) | |
| 5. | Floor - made of materials easy to clean & sanitize | |
| 6. | Walls - made of materials easy to clean & sanitize | |
| 7. | Ceiling - made of materials easy to clean & sanitize | |
| 8. | Light and Ventilation - Is it provided with proper ventilation? | |
| | Lighting: | |
| | • Natural | |
| | • Artificial - adequate and protected | |
| | Ventilation: | |
| | • Natural | |
| | • Artificial - adequate and allows for good extraction | |
| | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| 9. | CHANGING ROOMS & AMENITIES | |

| | | |
|-----------|---|--|
| | Is it available & sufficient | |
| | Is it in good and clean condition | |
| I. | <u>STORAGE ROOM</u> | |
| 1. | Floor - made of materials easy to clean & sanitize | |
| 2. | Walls - made of materials easy to clean & sanitize | |
| 3. | Ceiling - made of materials easy to clean & sanitize | |
| 4. | Light and Ventilation - Is it provided & with proper ventilation? | |
| | Lighting: | |
| | • Natural | |
| | • Artificial - adequate and protected | |
| | Ventilation: | |
| | • Natural | |
| | • Artificial - adequate and allows for good extraction | |
| 5. | State of food stored | |
| 6. | Sufficient areas to carryout work under sanitary and hygienic conditions | |
| 7 | COLD STORE FACILITIES | |
| | Is it in good and clean condition? | |
| | Is the placement of raw & ready to eat food prevents contamination? | |
| | Cleaning procedures in place? How often? | |
| | Capacity - Able to maintain raw materials/foods to allow low temperature? Chillers: below $\leq 5^{\circ}\text{C}$? Freezers: $- 18^{\circ}\text{C}$? | |
| | Monitoring - Is there any sufficient temperature control? | |
| 8. | DRY STORAGE | |
| | Good & clean condition | |
| | Goods stored hygienically (stored in plastic pallets, etc)? | |
| | Adequate space which allows free movement and prevents contamination? | |
| | Any pest control management? | |
| | Ventilation allows good extraction of moisture? | |

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| | Sufficient lights provided? Is it protected? | |
| 9. | PROTECTION AGAINST VERMINS AND PESTS | |
| | Are there effective and appropriate vermin proofing protection facilities | |
| | Procedure and monitoring frequency? Records available/ existing plans for pest control management? | |
| | Any presence of Insects/Vermin [e.g. cockroaches, flies] seen? | |
| J. | <u>GENERAL</u> | |
| 1. | Is the area used for restaurant purposes only? | |
| 2 | SOLID WASTE | |
| | Are there adequate rubbish bins with tight fitting lids provided? | |
| | Is the placement appropriate and in clean and good condition/ | |
| | Are there any waste accumulation? | |
| 3 | LIQUID WASTE - WASTE WATER | |
| | Is there any adequate and hygienic waste water disposal system in place? | |
| | Drains provided with gully/grease/S-traps. Grease Traps –design as per NBC | |
| | Drains & sumps are easy to clean and sanitize? | |
| | Drains connected to sewer line or provided with soak pits? | |
| | Backflow control? | |
| | | |
| 4. | HYGIENE PRACTISE | |
| | Are workers fit to handle food? | |
| | Workers wear suitable and clean working clothing with proper safety equipments? (aprons, hairnets, gloves) | |
| | Are workers wearing jewelries during food preparation and handling? | |
| | Workers washing their hands while handling food? | |
| | First Aid kit contains water-proof dressing for cuts & sores? | |
| | Wounds covered with water proof bandages? | |
| 5. | General House - Keeping | |

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| 6. | EXTERNAL SURROUNDING/ ENVIRONMENT | |
| | Well maintained & clean? | |
| | Drainage in good repair and clean condition? | |
| | Is it a potential source of pollution/hazard? | |
| | Windows: Screened, easy to clean & sanitize and prevents external contamination? | |
| | Doors: Screened, easy to clean & sanitize and prevents external contamination? | |
| | Cleaning procedures in place? | |
| 7. | POTABLE WATER SUPPLY | |
| | Potable/wholesome water available? | |
| | Sufficient pressures in all areas? | |
| | Back flow control/ | |
| 8. | STAFF TRAINING | |
| | Workers trained on GHP application? Records available? | |
| | Training covers infections and communicable diseases? | |
| | Training covers control of un-hygienic behavior? | |
| 9. | CLEANING & CHEMICALS | |
| | Any cleaning procedure & schedules in place for dining & kitchen? | |
| | Appropriate storing area which avoid potential cross – contamination? | |
| | Are the chemicals used of food grade quality? | |
| | Chemical specifications provided? | |
| 10. | Valid Health Permit/License displayed | |
| | | |
| | | |
| INSPECTED BY: _____ (Print Name) | | |
| SIGNATURE: _____ | | Company representative & signature |
| DATE OF INSPECTION: _____ | | |

DESCRIPTION OF PREMISES:

NATURE & EXTENT OF BUSINESS: