**SAMPLE – Food Service Quality Assurance Audit Schedule**

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Resident Satisfaction with Meals – *Collect Information from each Dining Room.* | Survey a minimum of 3 residents on a weekly basis | | | | | | | | | | | |
| Meal Service in Dining Rooms | | x | | x | | x | | x | | x | | x |
| Waste Audit | x | x | x | x | x | x | x | x | x | x | x | x |
| Resident Snack Cart | | x | | | x | | | x | | | x | |
| Equipment Check for Safety, Function | | x | | x | | x | | x | | x | | |
| Review Of Daily Temperature Sheets | x | x | x | x | x | x | x | x | x | x | x | x |
| Kitchen Safety | x | x | x | x | x | x | x | x | x | x | x | x |
| Kitchen Sanitation | x | x | x | x | x | x | x | x | x | x | x | x |
| Food Purchasing and Storage | | | x | | | x | | | x | | | x |
| Chemicals & PPEs In Dept | x | | x | | x | | x | | x | | x | |
| Kitchen Security | | | x | | | x | | | x | | | x |
| Food Service Operations | x | | | x | | | x | | | x | | |
| Emergency Preparedness/Supplies | | | | x | | | | | | | | |
| Menu Audit | | | | X | | | | | | x | | |
| Taste Panel – Management/Resident Council | x | x | x | X | x | x | x | x | x | x | x | x |
| Emergency Phone List Up to Date | x | x | x | X | x | x | x | x | x | x | x | x |
| Staff Education and Credential Audit | x | | | X | | | x | | | x | | |

| | |
|---|---|
| **Other Quality Assurance Activities** | ● Morning Walk Through of Food Service Areas<br>● Daily Walkarounds<br>● Start Up Checklist for Equipment |
| **Daily Record Keeping in Kitchen and Serveries** | ● Refrigerator and freezer temperatures recorded 2x/day<br>● Dry storage temperature recorded 2x/day<br>● Dishwasher temperature recorded 3x/day<br>● Pot wash sanitizer sink recorded 2-3x/day<br>● Hot and cold food temperatures recorded 3x/day |
| **Additional Notes** | ● Complete audits as often as needed. Audits can be done less frequently if Indicators are alwa met, or more frequently if indicators are often not met.<br>● Separate audits for the main kitchen and for serveries may be helpful.<br>● Corrective action should be noted and taken at time of audit as needed.<br>● Without planned corrective action, there is no reason to complete audits.<br>● Review and update surveys and audits to reflect regulations and internal policies.<br>● Individuals auditing should vary instead of having the same individual continuously auditing. |