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| **DEPARTMENT OF HEALTH SERVICES**Division of Quality AssuranceF-03122 (07/2023) | **STATE OF WISCONSIN**Page 1 of 2 |
| **ADULT DAY CARE CENTER ENVIRONMENTAL REVIEW** |
| Name – ADCC | License/Certification Number | Type of Survey |
|       |       |       |
| Name – Surveyor(s) | Date / Time |
|       |       |
| **ADCC Tour** |
| **Kitchen 105.14(7)**[ ]  **Equipment and Utensils 105.14(7)(f)2*** Stored in a clean manner.
* Utensils and equipment in good repair.
 | **[ ]  Medications 105.14(7)(d)(3)(a-f)** * Remain in the original labeled containers.
* Stored in a locked, safe place.

**\*Prescription and OTC medications** |
| **Dishwashing 105.14(7)(f)****[ ]  Dishwashing Required Steps 105.14(7)(f)3.a*** Equipment and utensils cleaned using separate steps for pre-washing, washing, rinsing, and sanitizing.

**[ ]  Residential Dishwasher 105.14(7)(f)(3)(b)** * 120 degrees.
* Removal of DW must have a separate process for sanitization.

**[ ]  Commercial Dishwasher 105.14(7)(f)(3)(c)** * In accordance with manufacturer’s recommendations.

**[ ]  Drying 105.14(7)(f)(3)(d)*** Air dried unless using dishwasher with drying function.
 | **Nutrition 105.14(7)(f)(4)****[ ]  Arrange or Provide Meal 105.14(7)(f)(4)(a)*** Arrange/provide a meal for participants at ADCC more than 5 hours.
* Meals shall provide at least one-third of an adult’s daily nutritional requirements.

**[ ]  Document Each Meal 105.14(7)(f)(4)(b)*** Document food served at each meal.
* Maintain the documentation for six months.

**[ ]  Available Snacks 105.14(7)(f)(4)(c)** * Nutritious snack consistent with participant's dietary needs.
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| **Sanitation 105.14(7)(f)(5)****[ ]  Food Handlers Free Comm. Disease 105.14(7)(f)(5)(a)*** Free from open, infected wounds.
* Be free from communicable disease.
* Shall maintain clean and safe work habits.

**[ ]  Food Handlers Hand Washing/Drying 105.14(7)(f)(5)(b)*** Hand-washing facilities in the kitchen for use by food handlers.
* Use of a common towel is prohibited.

**[ ]  Food Safety/Supervise Participants 105.14(7)(f)(5)(c)*** Adhere to the same food safety requirements as ADCC staff.
* Be directly supervised by a caregiver.
 | **Food Safety 105.14(7)(f)****[ ]  Store, Prepare, Serve/Temps 105.14(7)(f)(6)(a-c)*** Refrigerator at or below 41 degrees Fahrenheit.

**[ ]  Items not in original containers*** Must be covered, labeled, and dated.

**[ ]  Freezer at 0 degrees Fahrenheit or below*** Frozen foods shall be packaged, labeled, and dated.

**[ ]  Cooked and Cold Food until served*** Hot foods at 135 degrees Fahrenheit or above.
* Cold foods at 41 degrees Fahrenheit or below.

**[ ]  Thermometers 105.14(7)(f)(6)(d)*** Refrigerators and freezers have an accurate thermometer inside the unit.

**[ ]  Storage Clean, Dry, Off Floor 105.14(7)(f)(6)(e)** * Keep food storage areas clean and dry.
* Store food at least six inches off the floor.
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| **Safety: 105.14(9)(a)(1-3)****[ ]  Emergency Plan posted 105.14(9)(a)****[ ]  Fire Extinguishers Requirements 105.14(9)(b)(2-3)*** At least one 2A, 10-B-C fire extinguisher per 1,500 square feet of space.
* If only one extinguisher is necessary, it is to be located near the cooking area.
* Label indicating date of inspection.
 | **[ ]  Smoke Detectors Location, Inspections 105.14(9)(b)4*** Each activity room and hall.
* Each smoke detector shall be tested monthly.
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| **[ ]  Water Supply 105.14(8)(b)(1) and (3)*** Safe supply of drinking water available at all times.
* Water heater set at 140 degrees and fixtures used by participants at 115 degrees.
 | **[ ]  Environment 105.14(8)(a)(2-7)*** 50 sq. ft. per Participant.
* Accessible and Functional.
* Telephone accessible on the premises.
* Temperature no less than 70 degrees Fahrenheit.
* Toilets and fixtures function properly, be maintained and in sanitary condition.
* Environment shall be clean, comfortable and in good repair.
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| **[ ]  Furnishings 105.14(8)(c)(1-2)*** Provides comfort, safety, and is appropriate for every participant.
* Must be clean, safe, and in good repair.
 | **[ ]  Exits 105.14(8)(d)*** Stairs, walkways, and ramps shall be maintained in a safe condition.
* All exits, sidewalks, and driveways used for exiting shall be kept free of ice, snow, and obstructions.
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| **[ ]  Delayed Egress 105.14(8)(e)(1-7)*** Requires a waiver.
* Connected with auto fire sprinkler system.
* No more than one device shall be present in a means of egress.
* Sign shall be posted adjacent to the locking device indicating how the door may be opened.
* Must release within 15 seconds.
* Maintain documentation system has been installed, tested. Documentation must be submitted to department within 10 days of install.
 | **[ ]  Multi-Use Licensed: Activities 105.14(10)(a)(4)*** Shall be programmatically distinct from other programs.
* Special events may be provided on a non-routine basis.

**[ ]  Multi-Use: Private Family Home 105.14(10)(b)*** Dining and living space determined by total capacity of the building as described in sub. (8), par. (a), sub d. 2. of this section.
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