

STANDARD FOR KITCHEN

Name of Facility:

Address:

If comply tick (√) Yes, if not tick (√) No. Please add comment for any explanation.

PROVISION	ITEM	YES	NO	COMMENT
	INFRASTRUCTURE & EQUIPMENT			
	Location			
R.268(1)	Located to facilitate delivery of stores, transportation of food to nursing units and disposal kitchen waste			
R.51	Construction prevents entrance and harbourage of rodents and insects			
	Signs and labels			
R.60	Proper signage and labelling system			
	Entrance and exit			
R.59(3),(5)	Separate service entrance			
R.54(3)	Adequate door size for large carts or bulk goods to pass through (<i>for entrance, store etc</i>)			
R.54(5)	Clearance at bottom of the door $\leq 0.6\text{cm}$			
	Ventilation			
R.89(2)	Adequate to provide ten air change every per hour without recirculation (6/minute)			
	Sewage and sewerage system			
R.90	No exposed sewer line be located directly above working, storing or eating surfaces or areas or where medical or surgical supplies are prepared, processed or stored			
R.272(2)	Adequate floor drains			
	Administrative facilities			
R.268(7)	Administrative facilities shall be provided and may be limited to desk and file space			
R.263(b)	Adequate space and equipment for record keeping			
	Receiving area			
R.268(8)	Provided and located for ready access to refrigeration area			
R.268(4)	Adequate space for movement the carts throughout the dietary facility and service			
R.263(b)	Adequate space and equipment for receiving and storing			
R.268(8)	Food receiving area shall be provided and located for ready access to refrigeration area			

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	Refrigeration area			
R.270(1)	The temperature of the refrigeration units shall be 0°C to 4°C			
R.270(2)	Storage for frozen food shall be provided and maintained at –20°C.			
R.271	Ice facilities (if provided) shall be located as to avoid contamination and traffic through kitchen			
	Storage of food			
R.269(1)	The bulk food storage room shall be accessible from outside the delivery entrance and located conveniently for the kitchen			
R.269(2)	Food and non-food items shall be stored separately			
R.269(3)	Food storage room shall be such as to prevent entrance and harbourage of rodents			
	Preparation and cooking area			
R.263(b)	Adequate space and equipment for preparation and cooking			
R.268(2)	The floors of kitchens shall be easy to clean, non-skid, impervious and kept in good repair			
R.268(3)	The walls and ceilings shall have a smooth washable surface, be kept clean and in good repair			
R.268(4)	Adequate space for movement the carts throughout the dietary facility and service			
R.272(3)	Separate meat, fruits and vegetables preparation area			
R.272(5)	May provide a special diet preparation and bakery areas within the cooking area			
R.272(4)	A cooking area shall be located between preparation and serving areas			
	Serving area			
R.263(b)	Adequate space and equipment for serving			
R.272(6)	Adequate space for mobile equipment and equipped with adequate serving and beverage services equipment			
R.268(2)	The floors of kitchens shall be easy to clean, non-skid, impervious and kept in good repair			
R.268(3)	The walls and ceilings shall have a smooth washable surface, be kept clean and in good repair			
	Dining area			
R.263(b)	Adequate space and equipment for dining			
R.268(2)	The floors of kitchens shall be easy to clean, non-skid, impervious and kept in good repair			
R.268(3)	The walls and ceilings shall have a smooth washable surface, be kept clean and in good repair			
	Dish washing area/room			
R.263(b)	Adequate space and equipment for dish washing			
R.273	A separate washing room or area shall be provided for washing pots and pans and serving and beverage services equipment			

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R.268(2)	The floors of kitchens shall be easy to clean, non-skid, impervious and kept in good repair			
R.268(3)	The walls and ceilings shall have a smooth washable surface, be kept clean and in good repair			
	Kitchen waste			
R.274(1)	Kitchen waste may be combined with general waste disposal			
R.274(2)	Raw or processed food are not to be transported to and from the kitchen area together with any kitchen waste			
R.272(2)	Adequate space for garbage containers			
	Janitor's closet			
R.77(1)(a)	Sink (<i>preferably with a floor receptor with mixing taps</i>)			
R.77(1)(b)	Hook strip for mop handle			
R.77(1)(c)	Shelf for cleaning material			
R.77(1)(d)	Waste receptacle with impervious linear			
R.77(1)(e)	Hand washing facility			
R.77(2)	Adequate space for mop, bucket & cleaning equipment			
	Toilet and shower			
R.268(6)	Adequate toilets and shower facilities and shall not be opened directly into any food preparation area			
	Overall findings			
S.16(1)(a)	Complies with the building layout plan, design construction and specification to which the approval to establish or maintain relates			
S.16(1)(b)	Equipment, apparatus, instrument, material, article, sample or substance or any other thing found in the premises, or any matter connected therewith			
R.122(2)	Infrastructure and all equipment are kept in good repair and operating condition			
	STANDARD & REQUIREMENT (DOCUMENTATION)			
	Organization & Management			
R.264	The head of dietary services shall be *qualified dietician or person with training and experience in dietary services with affiliated dietician			
R.11(2)	Plan of organization in writing (<i>specify the authority, responsibility and functions of each category of staff</i>)			
R. 275	Head of dietary services of a private healthcare facility or service must ensure that they comply with the standards required (<i>if out-sourced</i>)			
	Personnel			
R.266(1)	Attending RMP to prescribe the patients dietary requirement			
R. 266(1)	Preparation of diets by dietician / nutritionist			

PROVISION	ITEM	YES	NO	COMMENT
R. 267(1)	Designated staff for accompany the food cart to any floor and to complete tray assembly, distribute tray, feed patients or collect soiled trays			
R.267(4)	Parenteral feeding and tube feeding by a RMP or nursing staff with relevant training and experience			
R. 265(2),(3)	Good hygienic practices while on duty			
R.266 (4)	Religious preferences shall be considered in menu preparation			
R.16(4)	Adequate qualified staff to operate the department			
	Policies and standard operating procedures			
R.22	Relevant written policies, standards, procedures and guidelines are available and accessible to all personnel			
R.263(a)	Written dietary policies and procedures			
R.263(c)	Written law related to dietary services includes handling, preparation or storing of food			
R.266(2)	Current diet manual			
R.276	Written policies and procedures for cleaning, disinfecting and sanitizing all equipment and work areas			
R.21(2)(a)&(b), 276	Written policy available to all staff & review every 5 years			
	Records, registers, returns and books			
R.270(1)	The record of temperature of the refrigerator			
R.263(c)	Comply with any written law relating to the dietary services, which includes handling, preparing or storing of food. Record on vaccination of all food handlers (typhoid vaccination)			
	Program and activities on quality			
S.74(1),(2)	Information on quality programme and activities			
R.127(3)	Periodically evaluate of the adequacy in term of patient and personal care needs			
	Overall findings			
S.16(1)(c)	Complies with standards or requirements: books, records, policies, standard operating procedures, clinical practice guidelines or the management or related matters			

Comments:	
Recommendation:	

Prepared by: (Name & Stamp)	Verified by: (Name & Stamp)
Date :	Date: