



**FOOD PREPARATION REVIEW**

**1. IDENTITY OF FOOD PREPARATION REVIEW**

Name of Food Establishment \_\_\_\_\_

Applicant \_\_\_\_\_

Address of Food Est. \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

**2. FOOD ESTABLISHMENT OPERATING CHARACTERISTICS**

A. Total square footage of food establishment premises: \_\_\_\_\_ **SQ FT**

B. Number of floors on which food operations are conducted: \_\_\_\_\_ **FLOOR(S)**

C. Type of meal service to be provided: (Check all that apply)  
 Take Out Food  Seated Dining  
 Mobile Food Unit  Delivery of Prepared Food  
 Catering on premises  Catering off premises  
 Highly Susceptible Population\* (see definition below)

\* **Highly Susceptible Population:** a group of persons who are more likely than other populations to experience foodborne disease because they are immunocompromised, or older adults and in a facility such as a hospital or nursing home, or preschool age children in a facility such as a day care center.

D. Number of seats for dining: Interior \_\_\_\_\_ Exterior \_\_\_\_\_

E. Hours of operation:  
 Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

If seasonal, specify approximate dates of operation:  
 From \_\_\_\_\_ To \_\_\_\_\_

F. Approximate daily maximum number of meals to be served:  
 Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_

**3. FOOD HANDLING PROCEDURES**

*In each of the following sections, please provide a brief description of your standard procedures to ensure that food is safe, unadulterated, and honestly presented when offered to the consumer. Please use additional sheets, if necessary.*

**A. Receiving** Approved Source

How will you ensure that all foods are purchased from inspected and approved sources, such as retail store, purveyor, commercial processor, etc.?

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**B. Storage** Protection from Contamination, Refrigerated and Frozen

How will you ensure that foods are maintained at 41°F or below, or frozen food maintained frozen?

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How will you prevent cross-contamination between raw foods (meats, poultry, seafood) and cooked ready-to-eat foods?

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### C. **Preparation**    Protection from Contamination

How will frozen foods be thawed before cooking?

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How and where will foods (meat, poultry, seafood, produce) be washed and rinsed on-premises?

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How will you minimize the time foods are in the Danger Zone (41°F - 140°F) during preparation?

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How will ready-to-eat foods made by combining ingredients, such as tuna or chicken salad, be chilled after preparation?

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### D. **Cooking**    Destruction of Organisms

How will you measure the required final cooking temperatures of potentially hazardous foods (thermometers, etc)?

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### E. **Service**    Limiting Growth of Organisms

How will hot foods be maintained at 140°F or above during hot holding for service (steam tables, warmers)?

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How will cold foods be maintained at 41°F or below during cold holding for service (cold pan units, buffet tables, etc)?

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### F. **Cooling**    Limiting Growth of Organisms

How will foods be cooled from 140°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours (ice bath, etc.)?

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### G. **Reheating**    Limiting Growth of Organisms

Describe how foods for hot holding will be rapidly reheated to 165°F for 15 seconds within 2 hours (range, microwave).

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### H. **Disposal**    Segregation and Disposition of Distressed or Contaminated Food

Describe the location for separation of contaminated/distressed foods. Describe your procedures to discard foods from unapproved sources, adulterated foods, and foods contaminated by employees or consumers.

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Thank you for completing this Food Preparation Review. For information concerning the food safety principles involved in these procedures, consult the State of Delaware Food Code, or contact the Office of Food Protection.