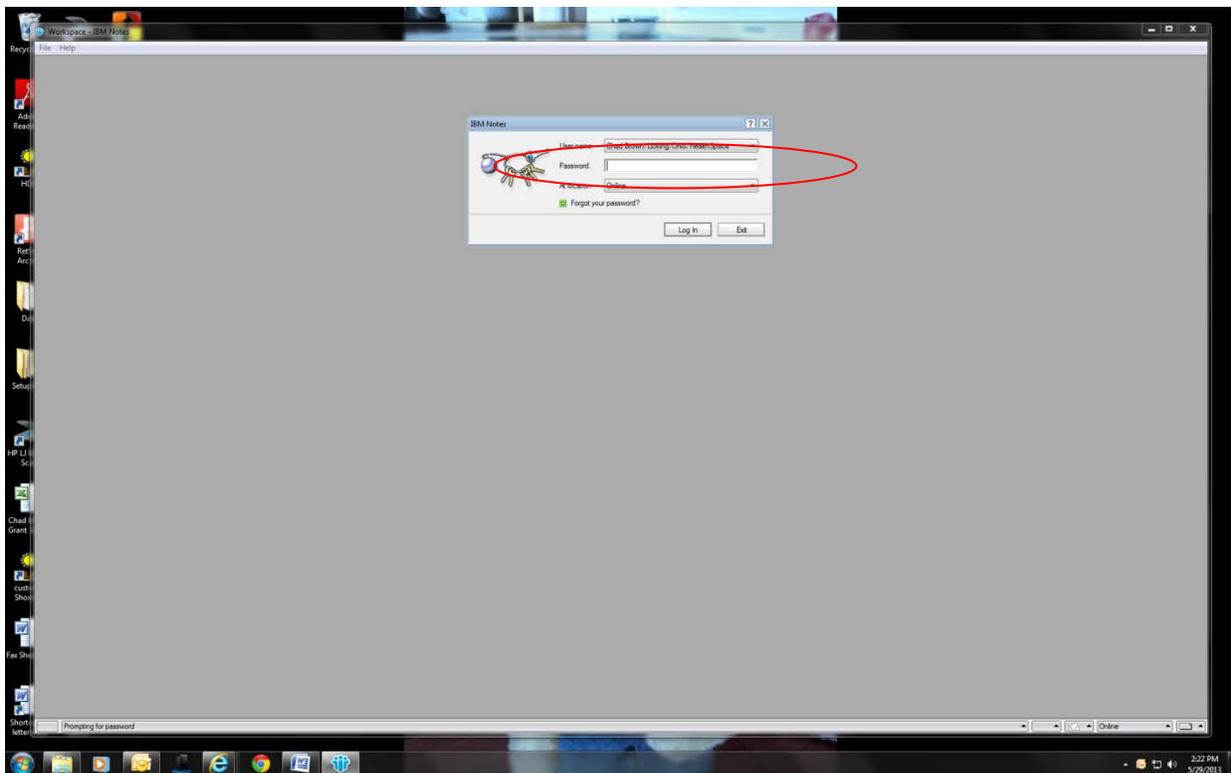


Licking County Health Department Health Space Standard Food Safety Inspection With No Violations Procedures

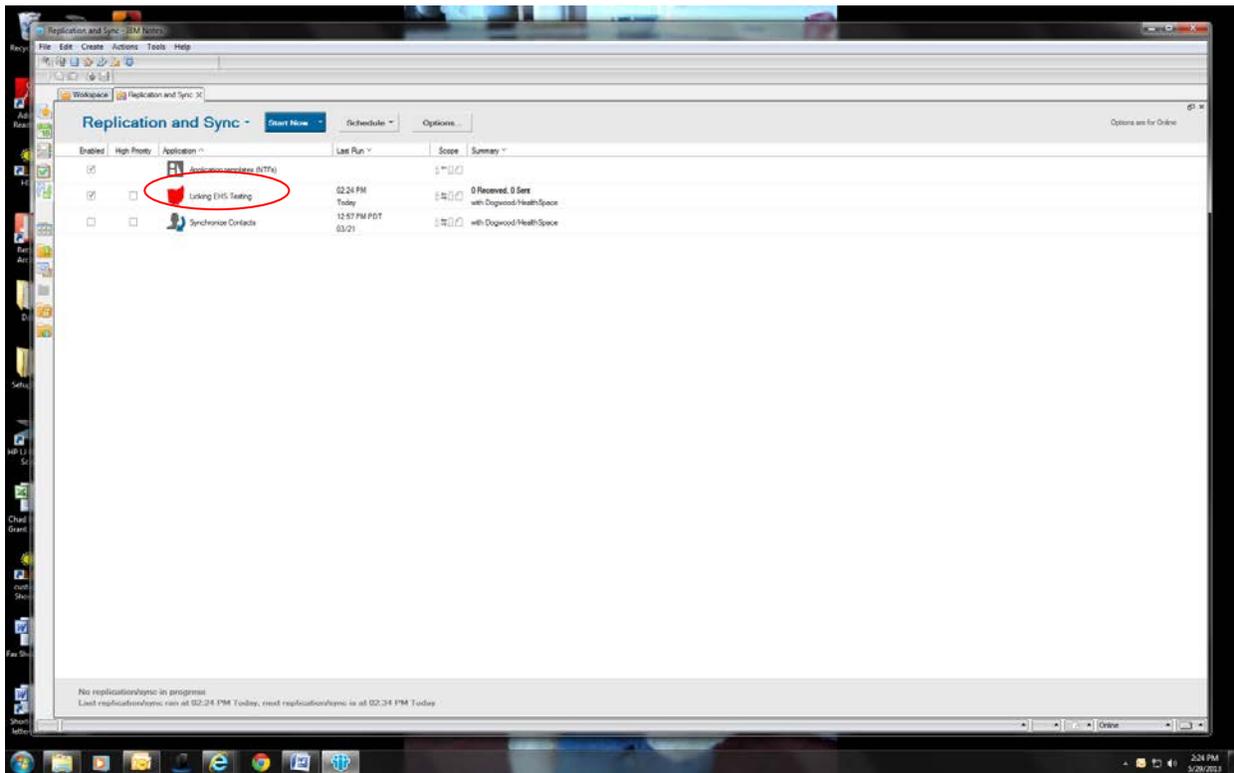
1. Open Health Space from your desktop by double-clicking on the IBM Notes (Basic) icon



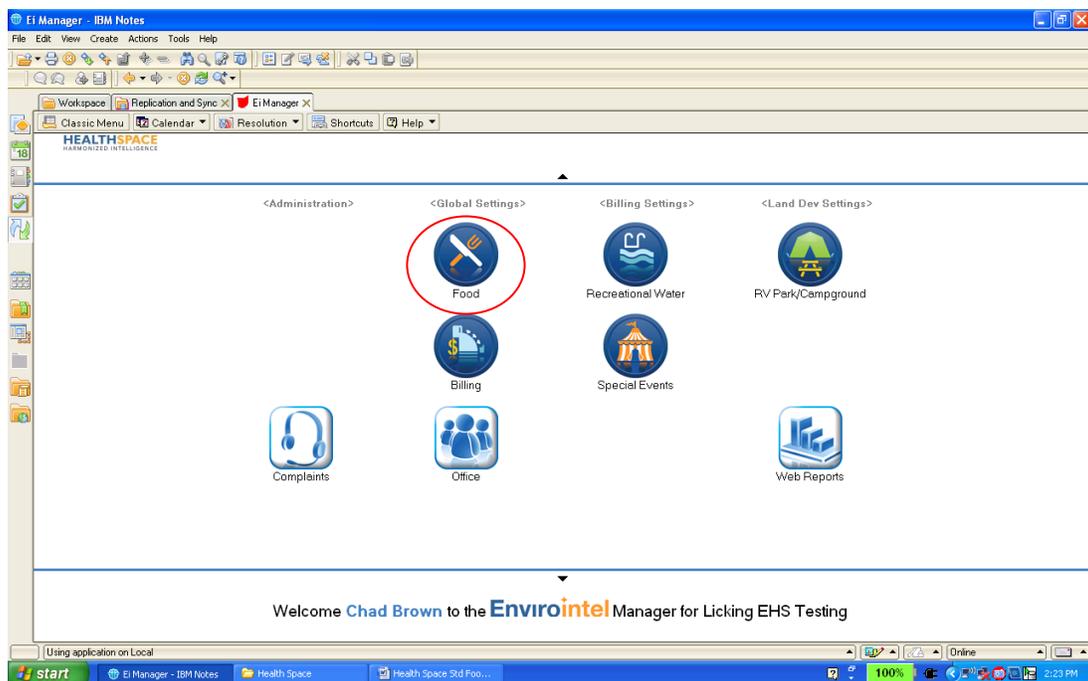
2. Enter your password



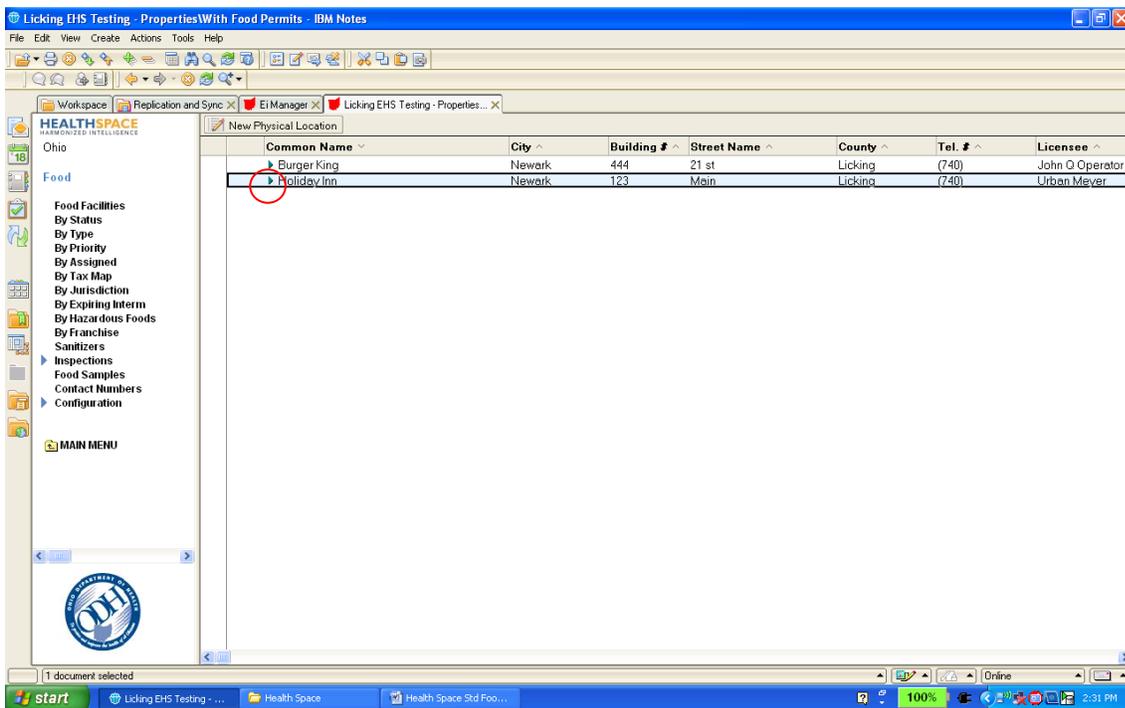
3. Double-click on Licking EHS Testing



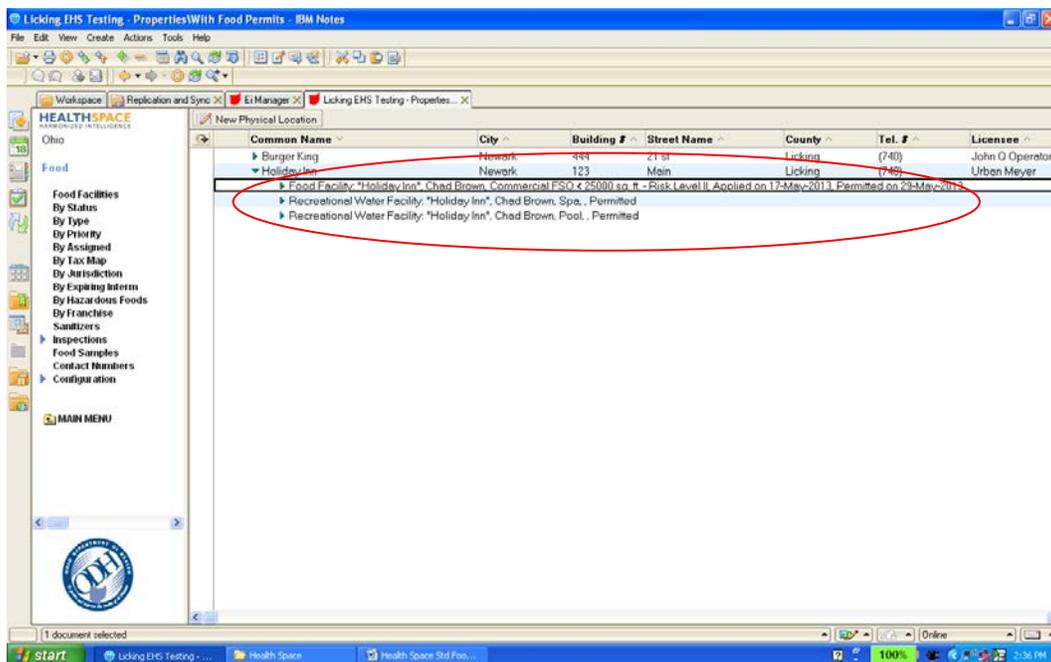
4. This will be the view you see when in the Licking EHS Testing database. Double-click on the Food icon



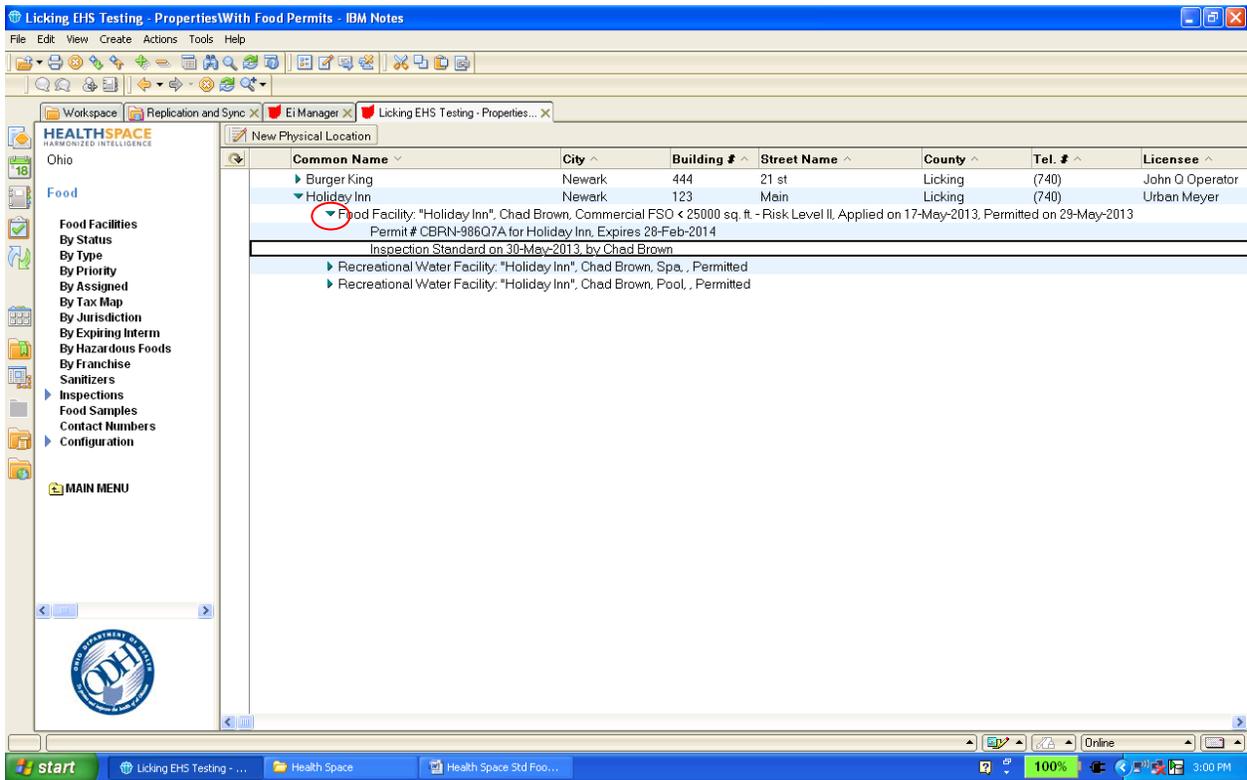
5. The view you will see will list all of the food facility LOCATIONS in Health Space. Click on the arrow next to a location to see the food FACILITIES at that location



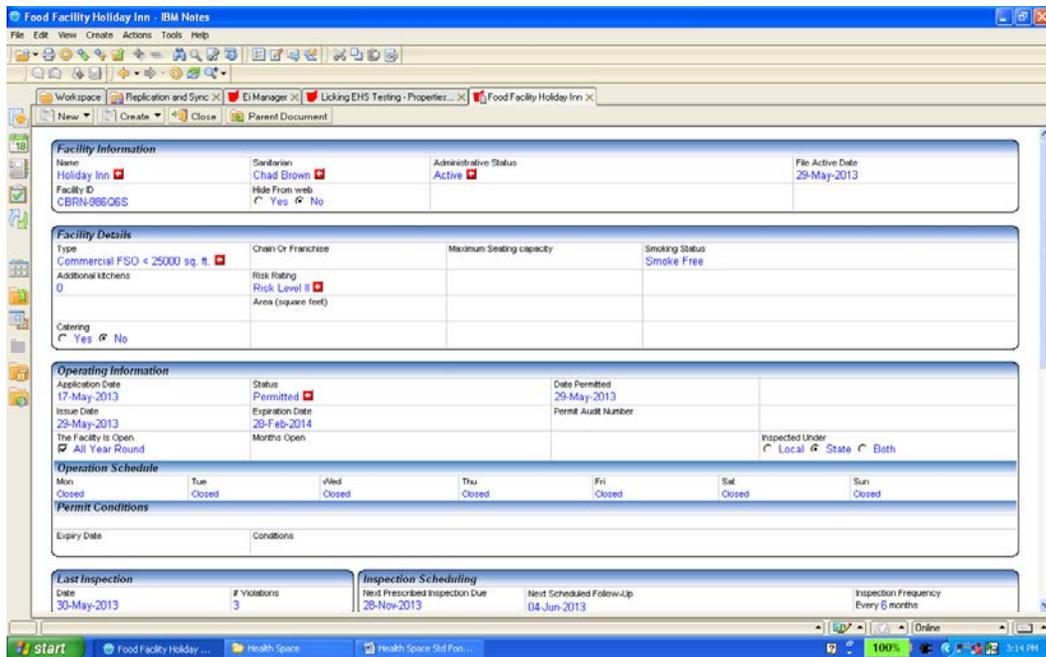
6. Any food facilities, pools and/or campgrounds associated with the location will be able to be seen in this view.



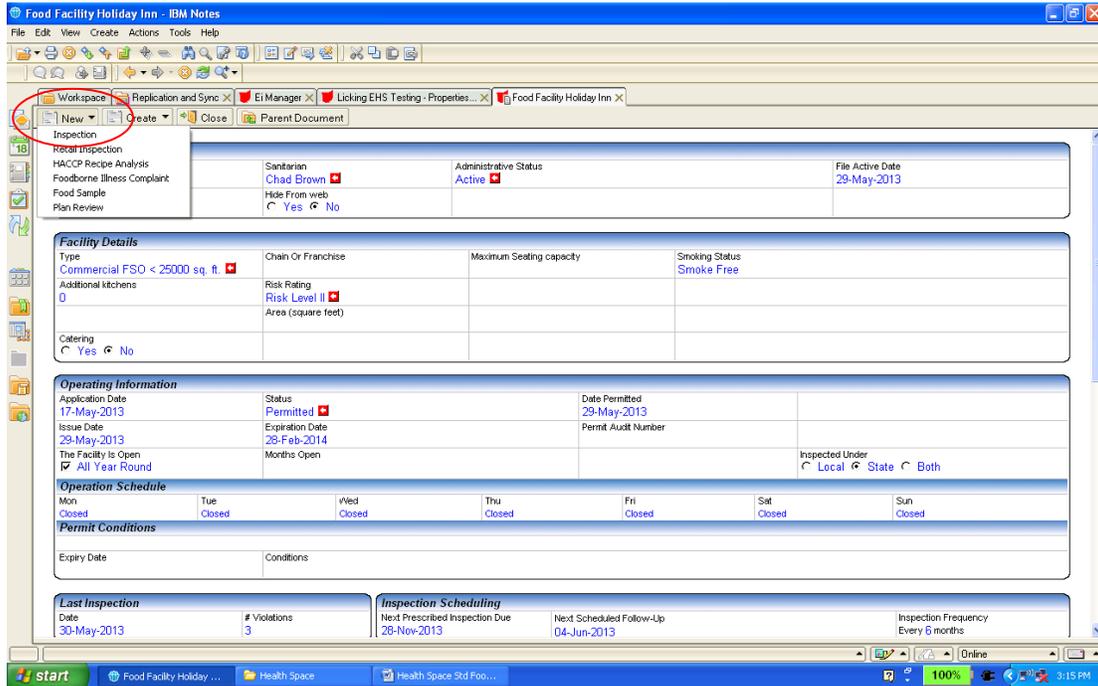
- Click on the arrow next to the Food facility to view the license and previous inspections. Double-click on a specific item to view it.



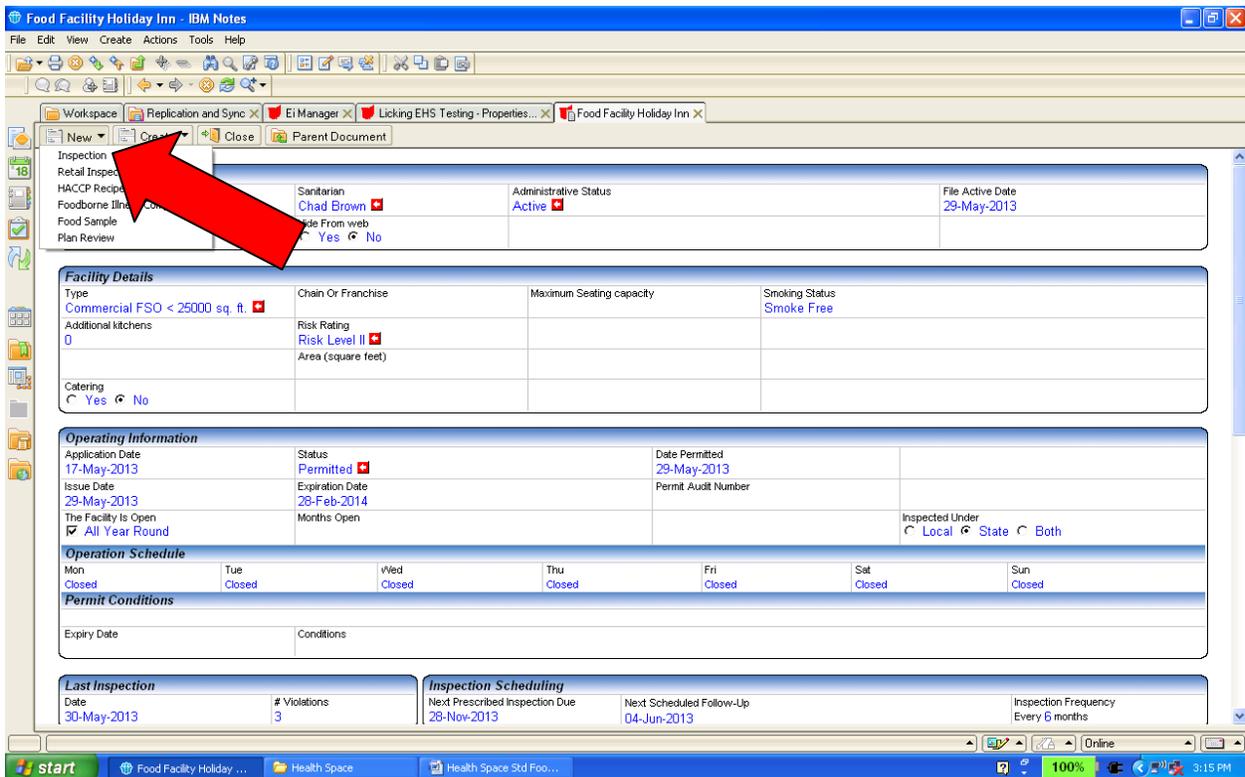
- Double-click on the facility to view the facility's information



9. To conduct an inspection click on New



10. To start the inspection click Inspection



11. You will see the facility's license info, which will also transfer to the inspection form. Any item with a red box and arrow next to it is a required item.

Food Inspection - Holiday Inn - IBM Notes

File Edit View Create Actions Text Tools Help

Workspace Replication and Sync Ei Manager Licking EHS Testing - Properties... Food Facility Holiday Inn Food Inspection - Holiday Inn

Print Report New Save Done Cancel Parent Document

Inspection Information

Establishment Holiday Inn	Facility Type Commercial FSO < 25000 sq. ft.	Year Round Facility Yes	Risk Rating Risk Level II
Sanitarian Chad Brown	Inspection Date 30-May-2013	Inspection Type Standard	

Time Tracking

Log Time

Inspection Scheduling

Follow-Up Required

License Status

Action

Certified Manager

Add Remove

Name	Certificate #	Certificate Expiration
------	---------------	------------------------

Standard Comments

Category not found

12. Even though it doesn't have a red box and arrow, you must complete the Time Tracking section by clicking on Log Time

Food Inspection - Holiday Inn - IBM Notes

File Edit View Create Actions Text Tools Help

Workspace Replication and Sync Ei Manager Licking EHS Testing - Properties... Food Facility Holiday Inn Food Inspection - Holiday Inn

Print Report New Save Done Cancel Parent Document

Inspection Information

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Time Tracking

Log Time

Inspection Scheduling

Follow-Up Required

License Status

Action

Certified Manager

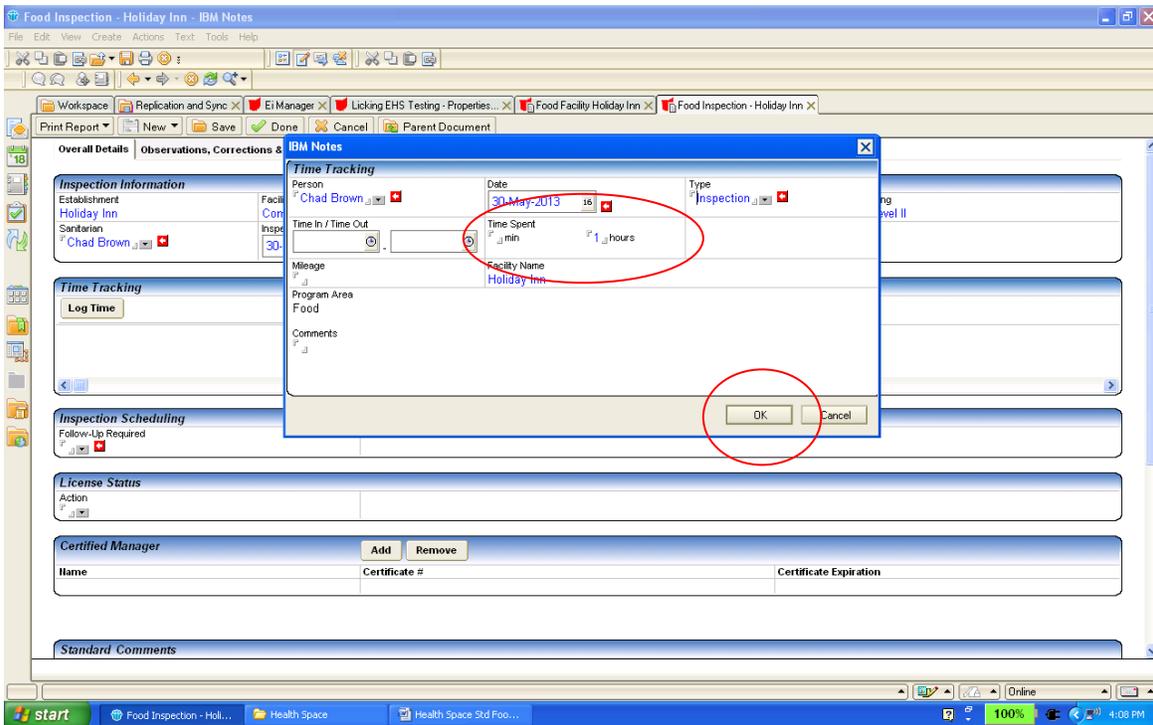
Add Remove

Name	Certificate #	Certificate Expiration
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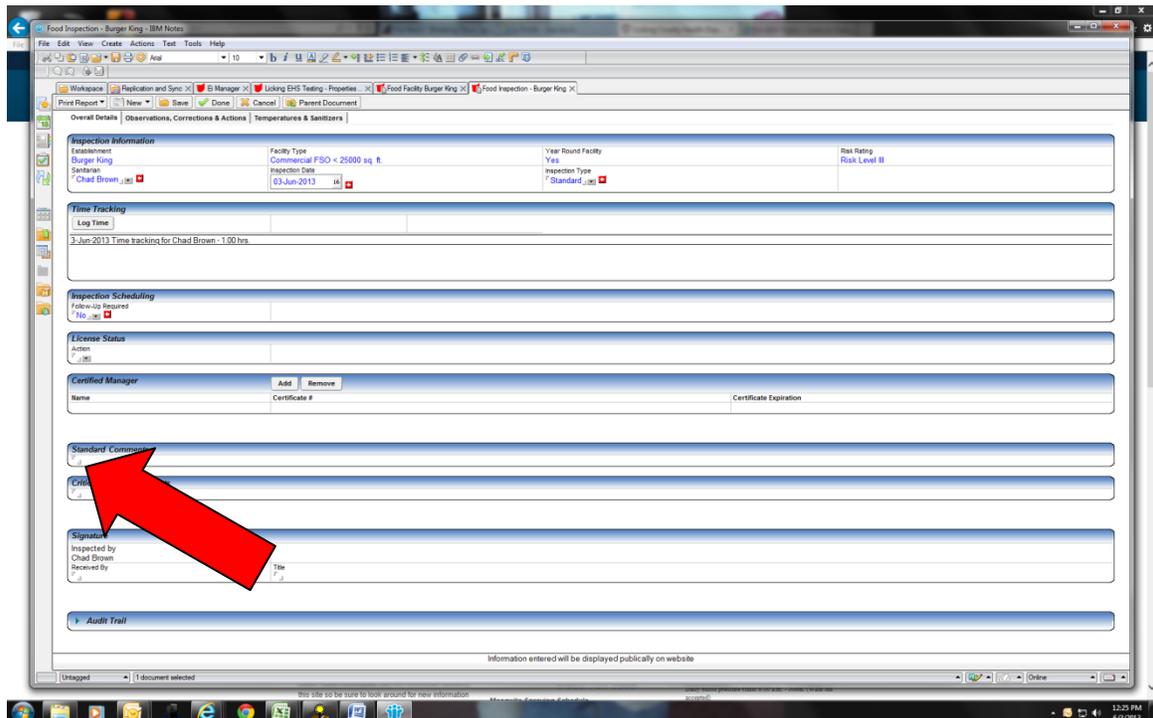
Standard Comments

Category not found

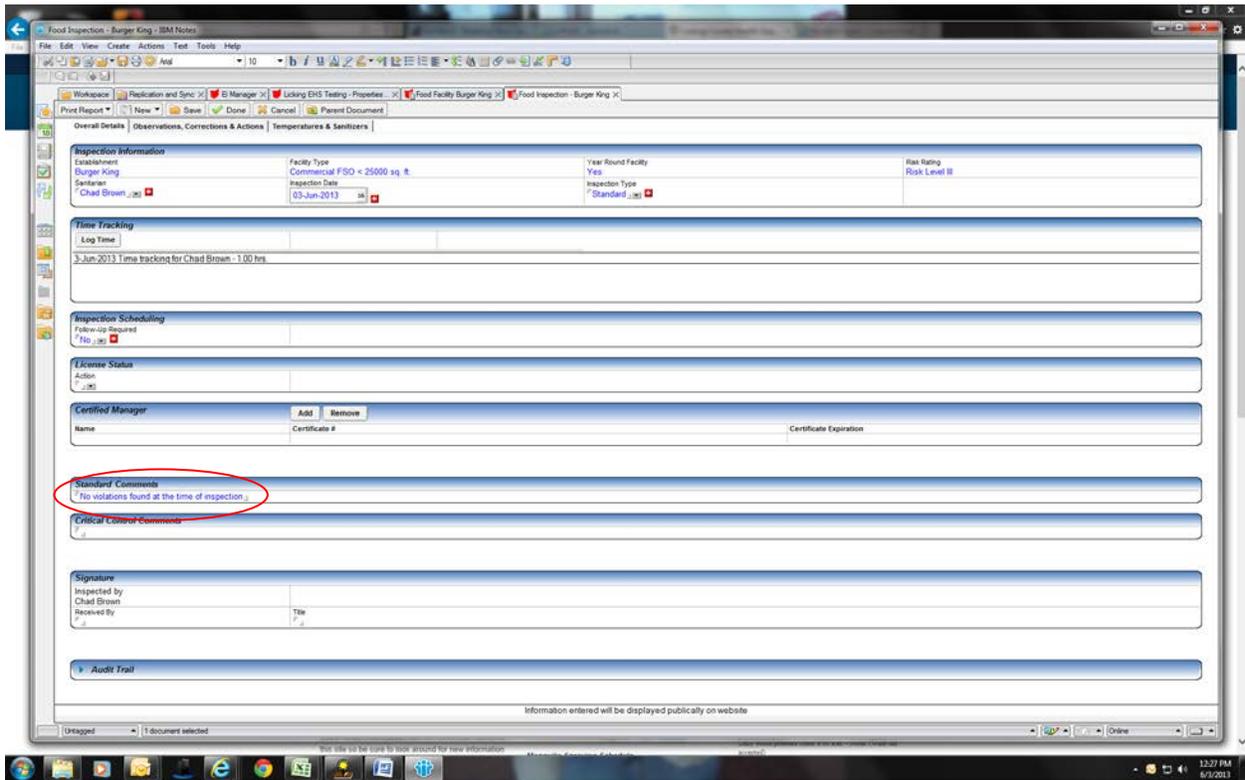
13. You will need to enter the time spent conducting the inspection in the Time Spent section. Then click OK



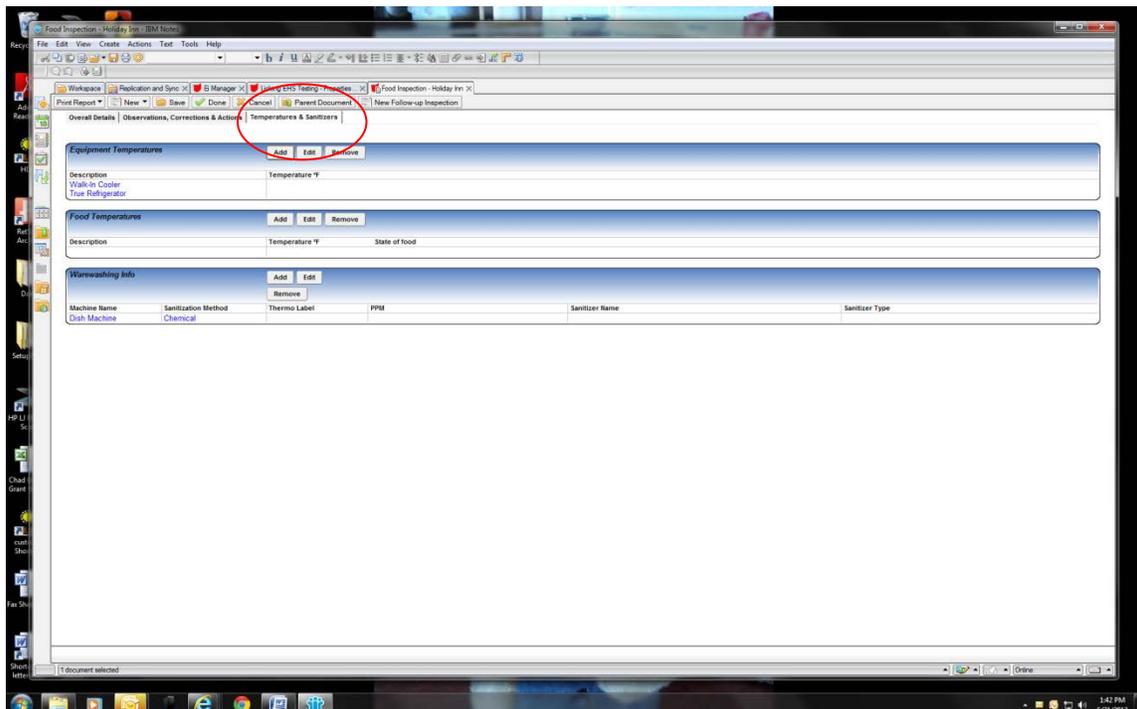
14. To enter comments click the dialogue box under Standard Comments.



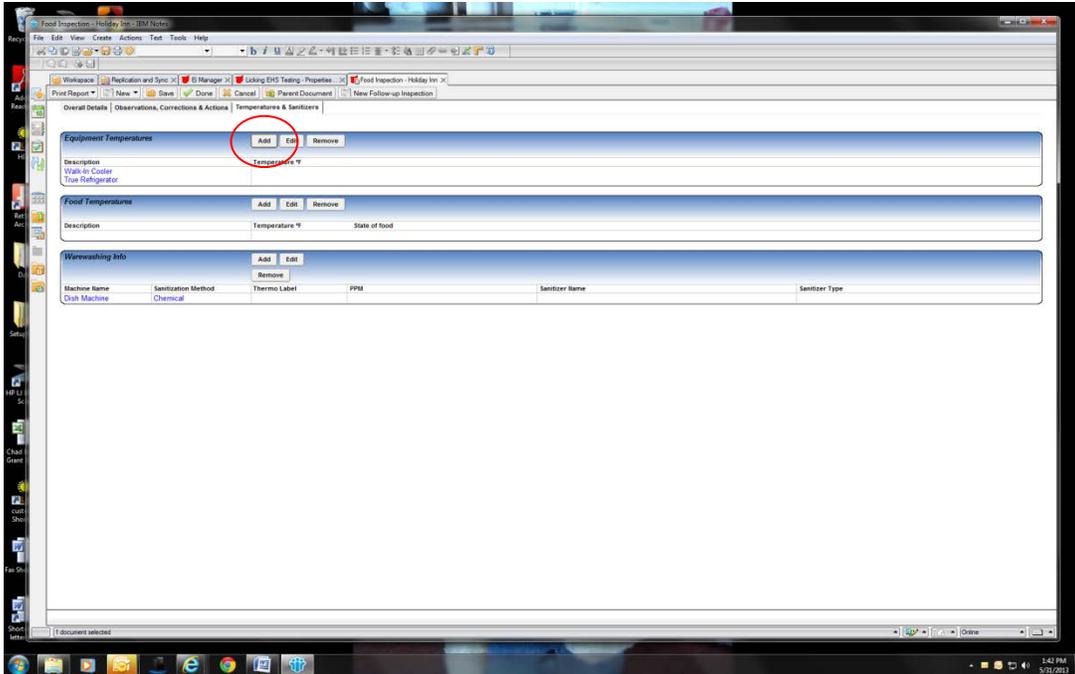
15. Type the comment “No violations found at the time of inspection.”



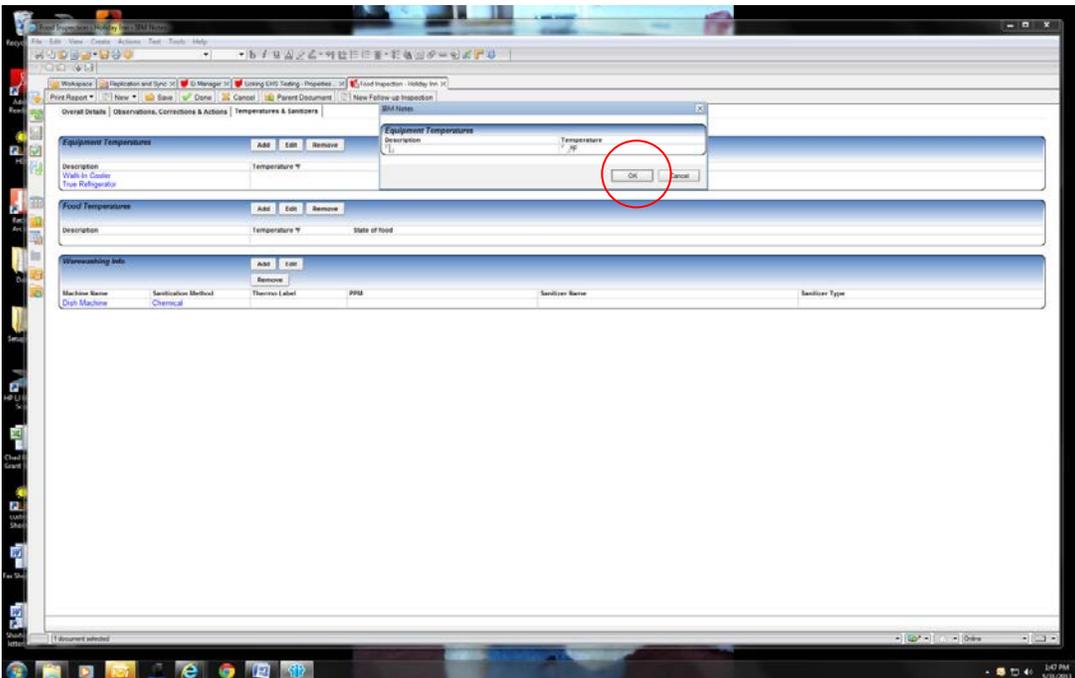
16. To add equipment and food temps click the Temperatures & Sanitizers tab



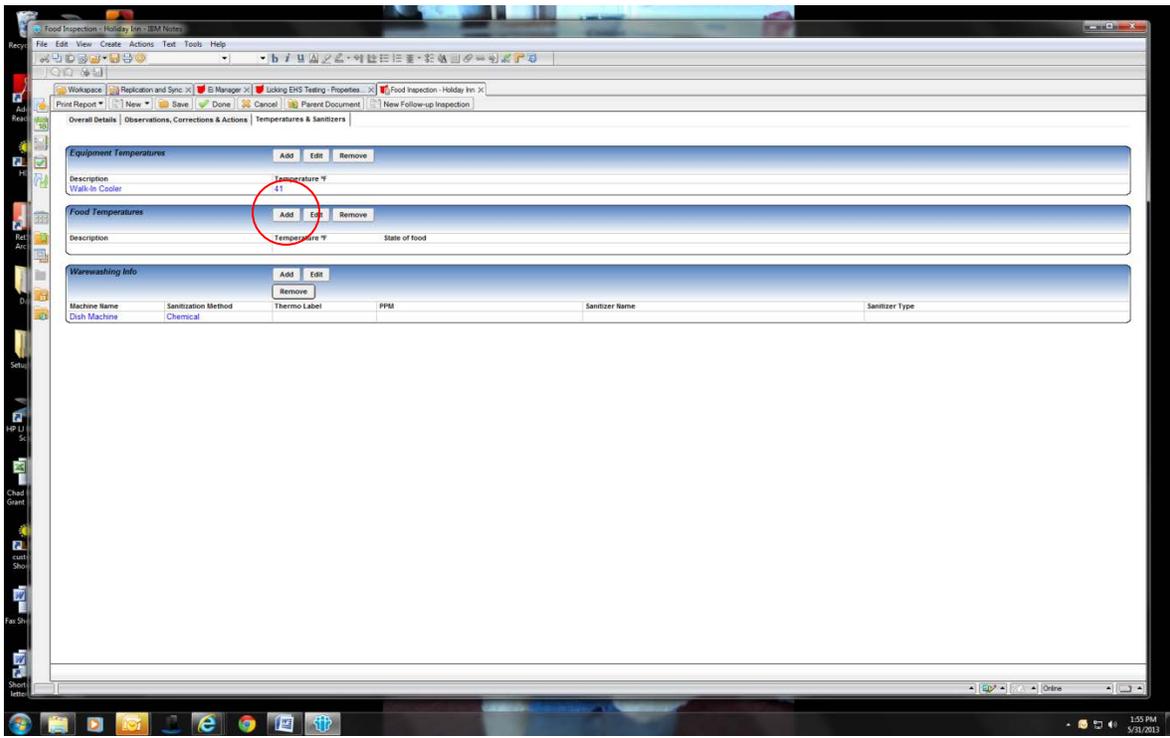
17. To add a temperature for a piece of equipment click add in the Equipment Temperatures section



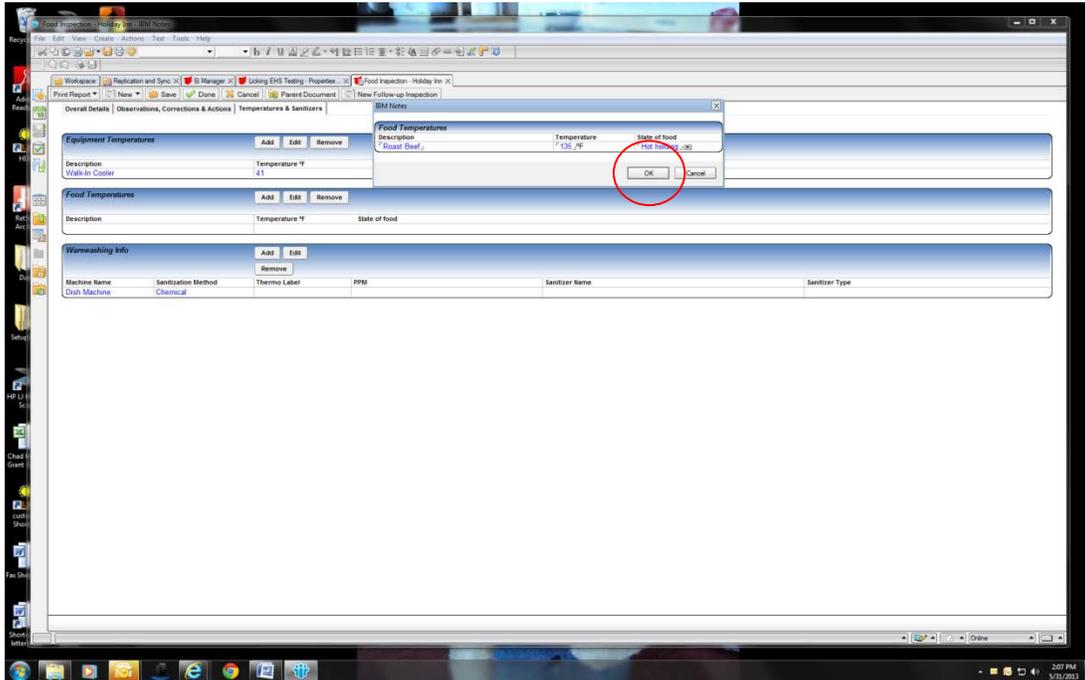
18. Type the name of the piece of equipment and the temperature and hit OK. To add additional pieces of equipment follow steps 22 and 23.



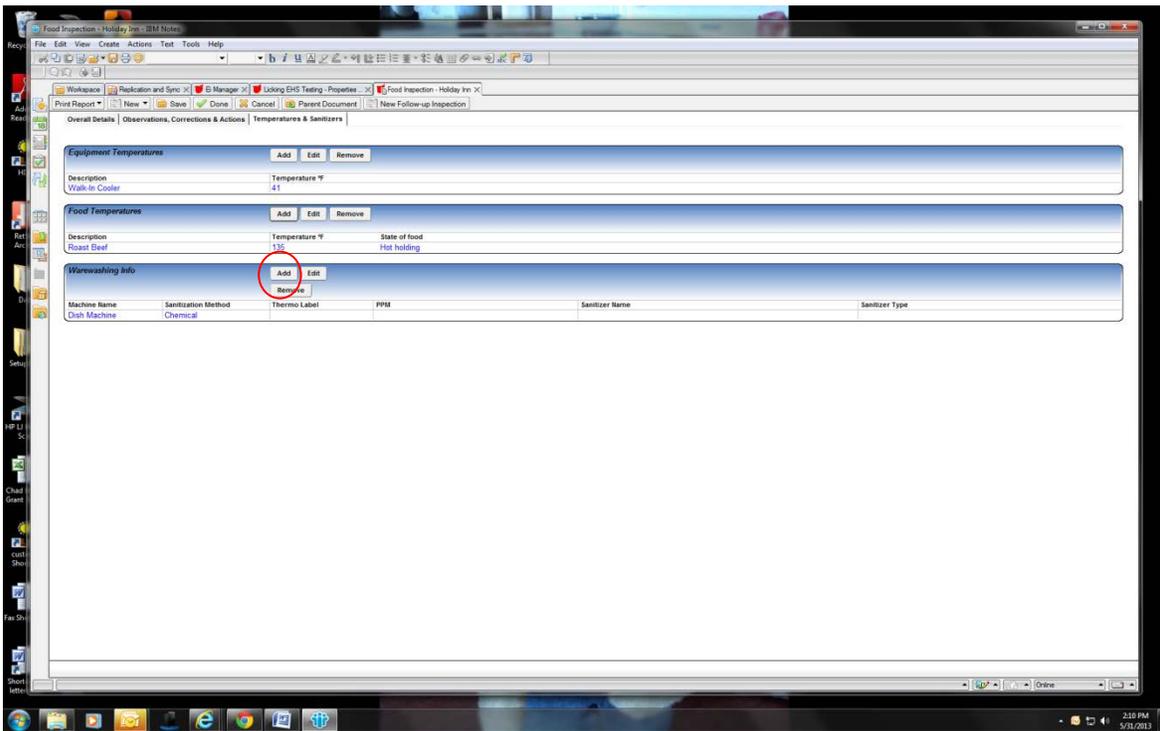
19. To add food temperatures click Add in the Food Temperatures section.



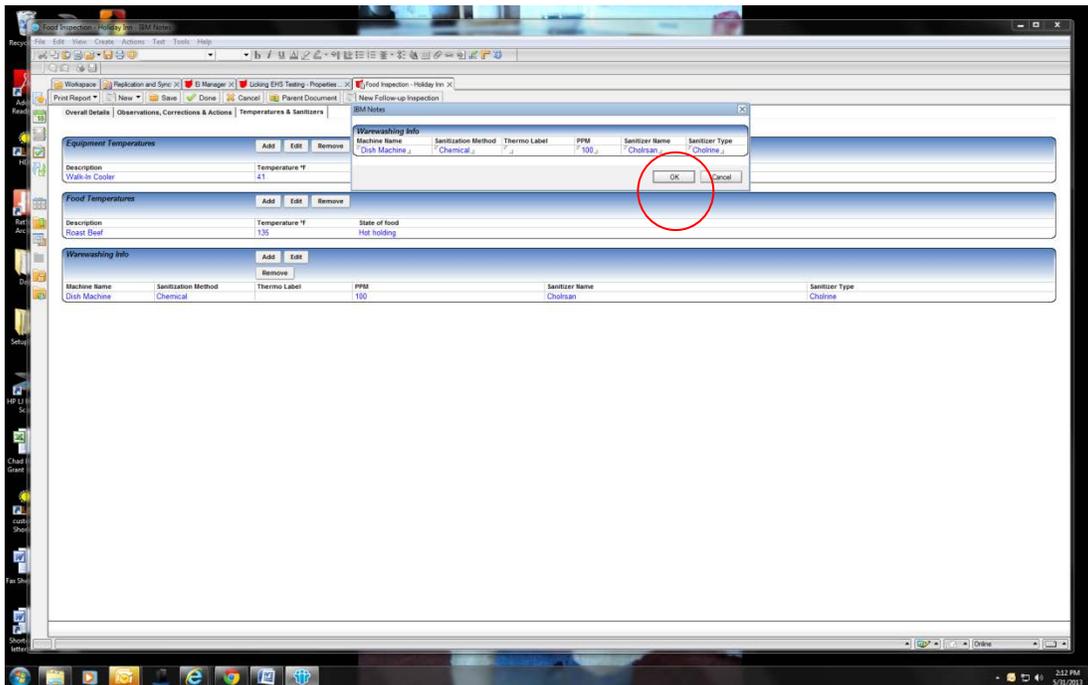
20. Enter the food, temperature, and select the state of food from the drop-down menu and hit OK. To add additional foods follow steps 24 and 25.



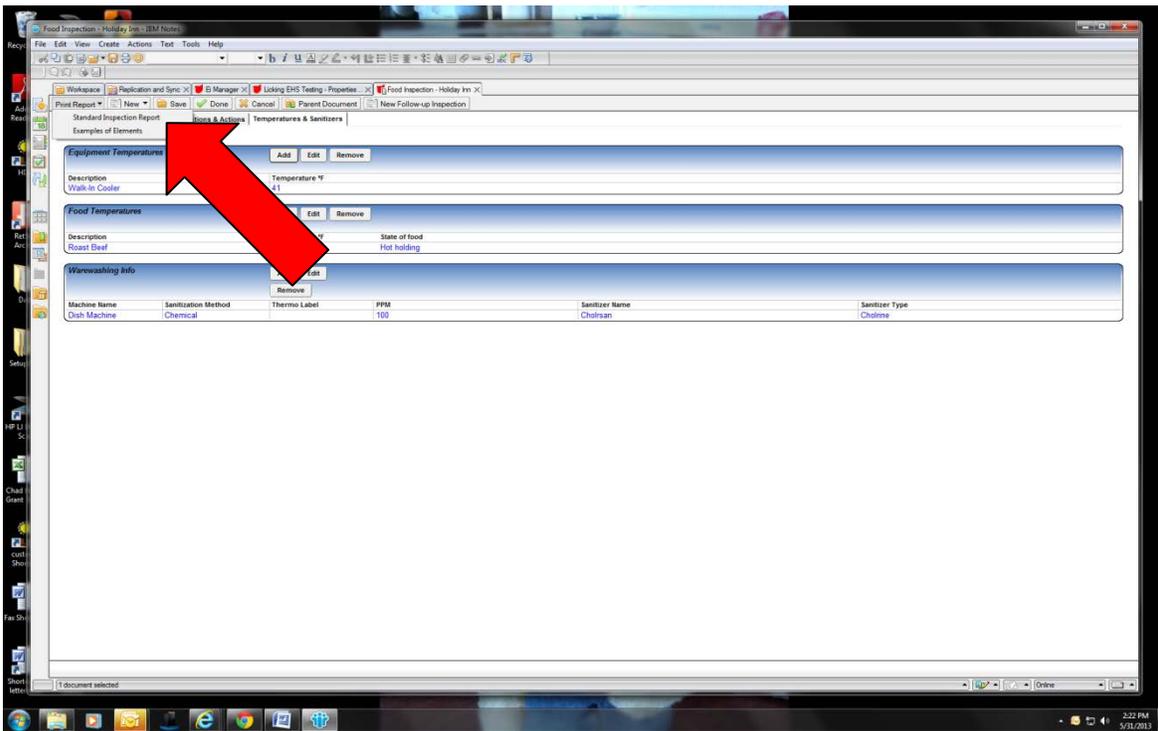
21. To add dishwashing information click Add in the Warewashing Info section.



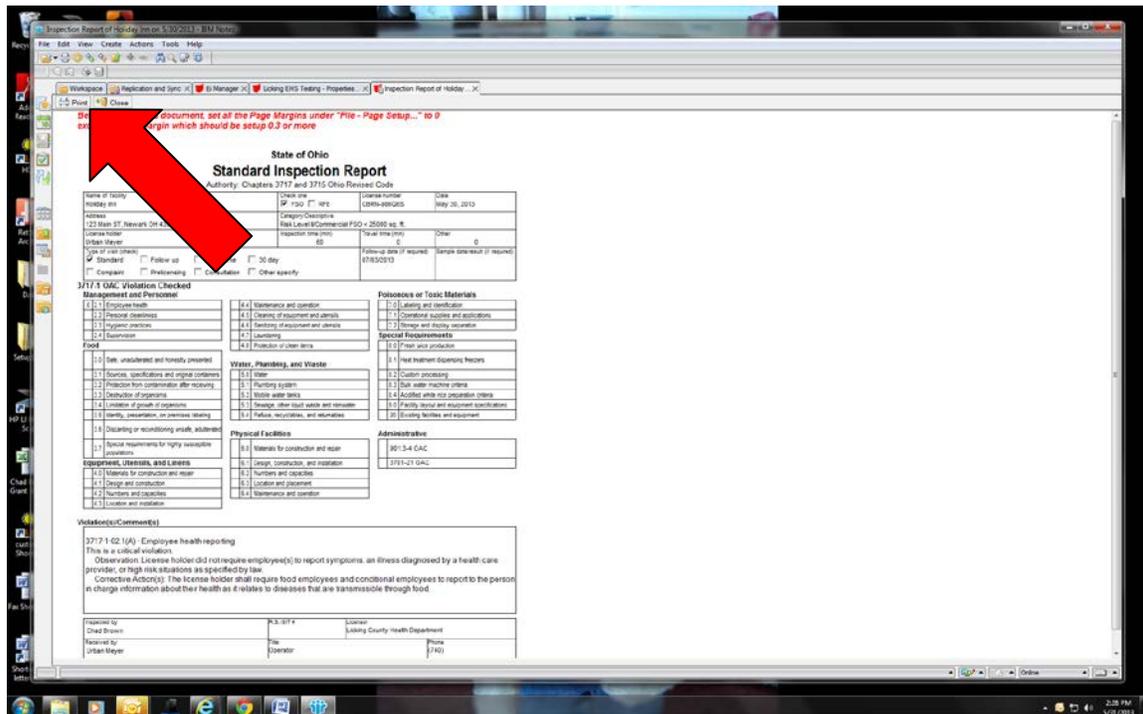
22. Enter the dish machine info and click OK. To add additional dish machines follow steps 26 and 27.



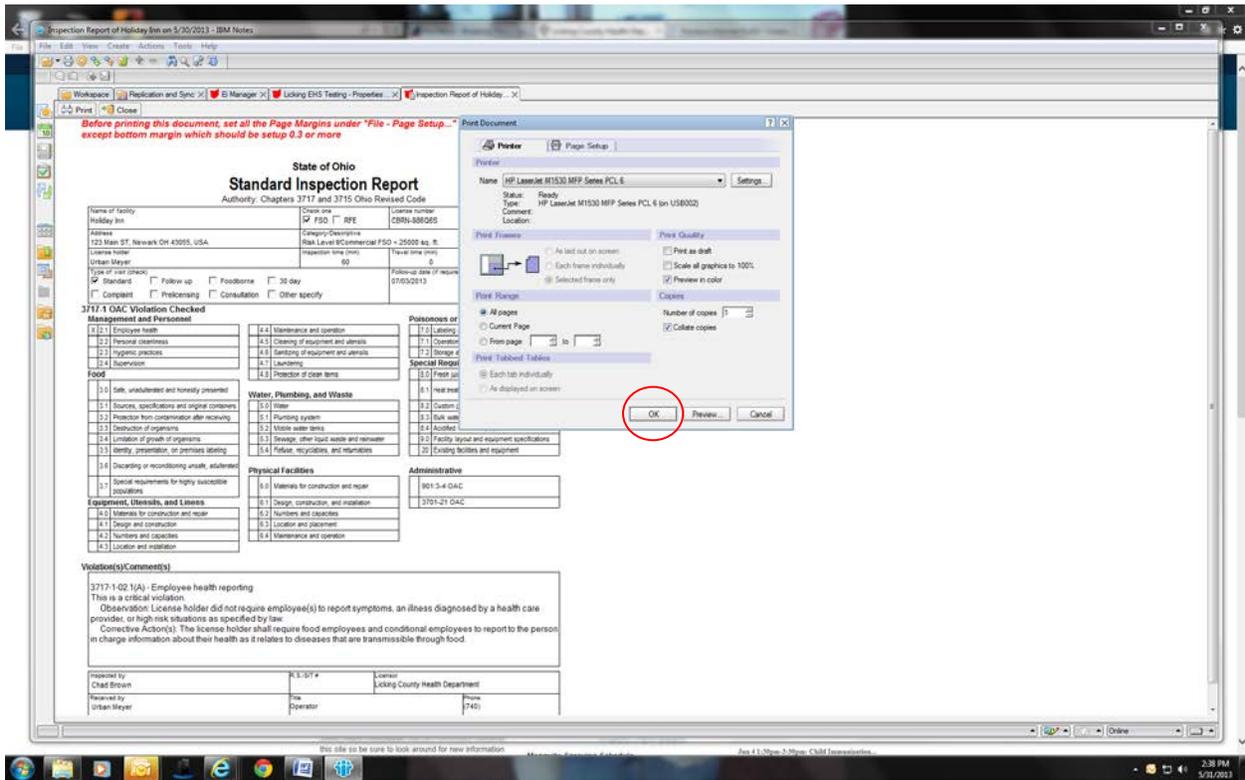
23. Print preview the report by clicking on Print and then Standard Inspection Report



24. Review the form for mistakes and click Print



25. Choose the correct printer and click OK.



26. When the report has been printed click Close

