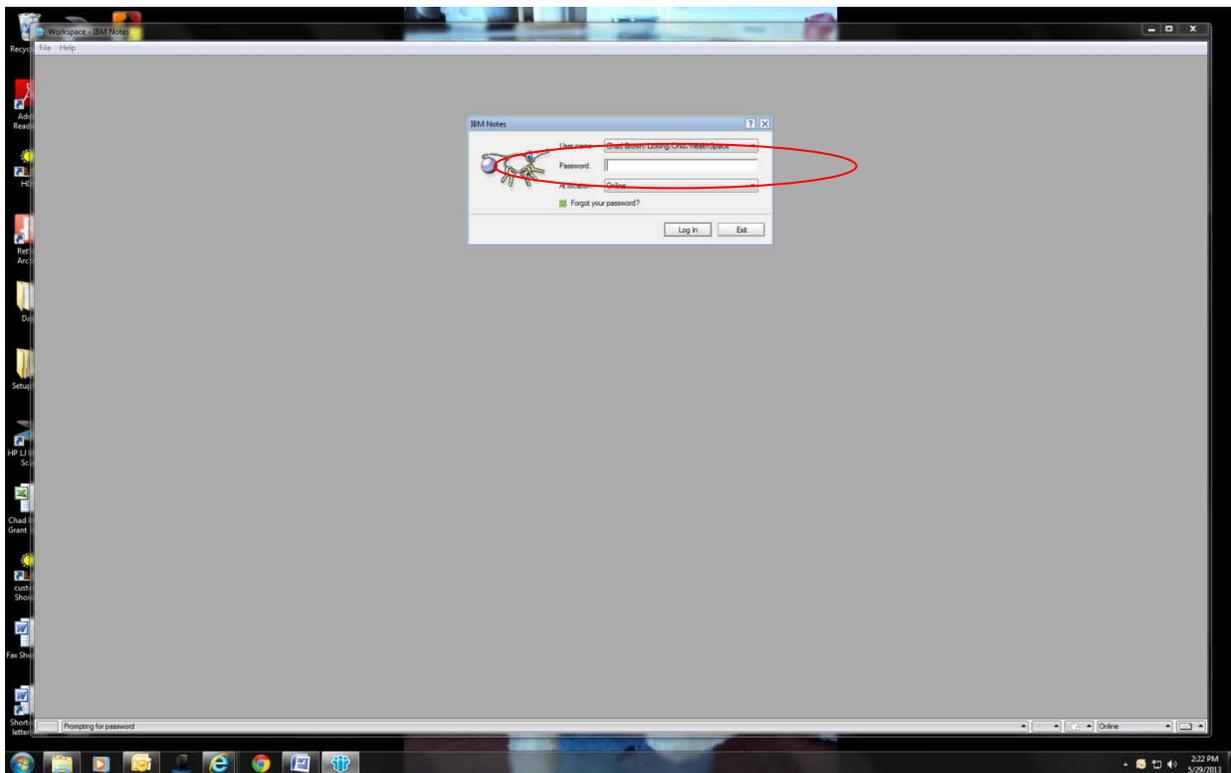


## Licking County Health Department Health Space Standard Food Safety Inspection Procedures

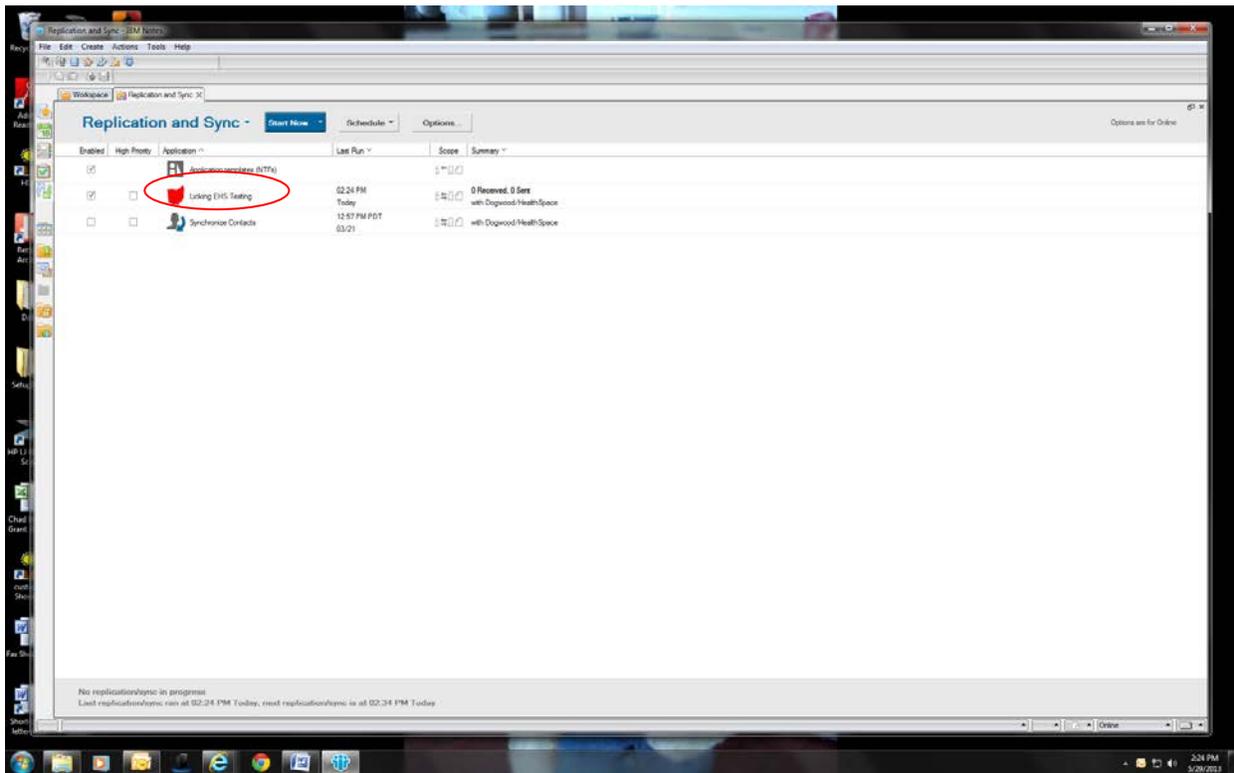
1. Open Health Space from your desktop by double-clicking on the IBM Notes (Basic) icon



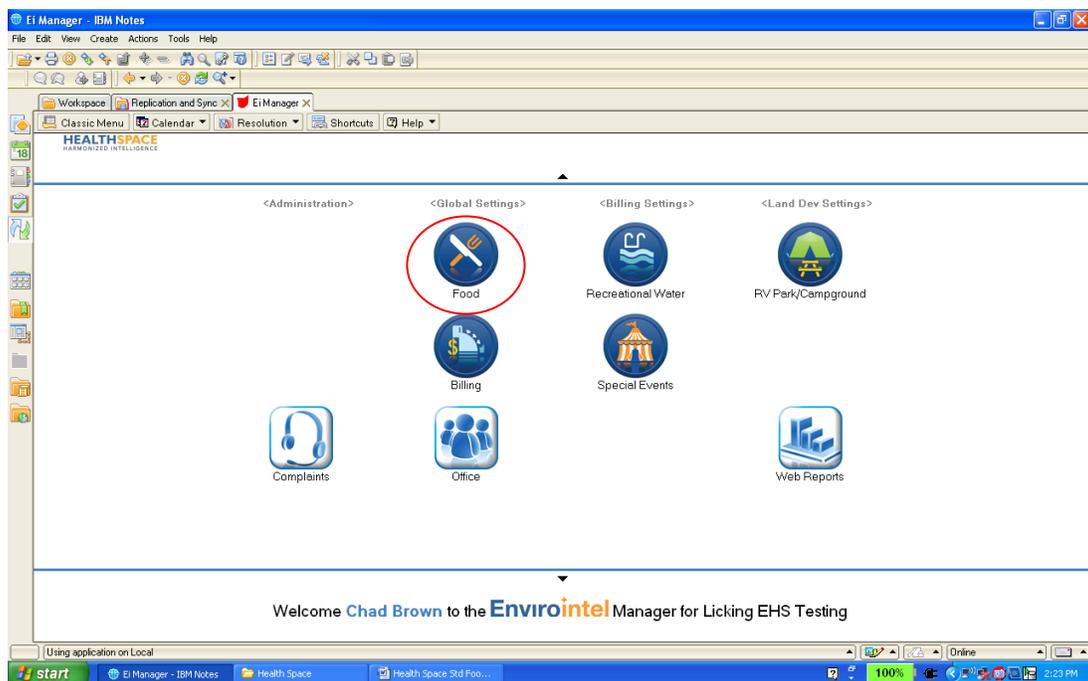
2. Enter your password



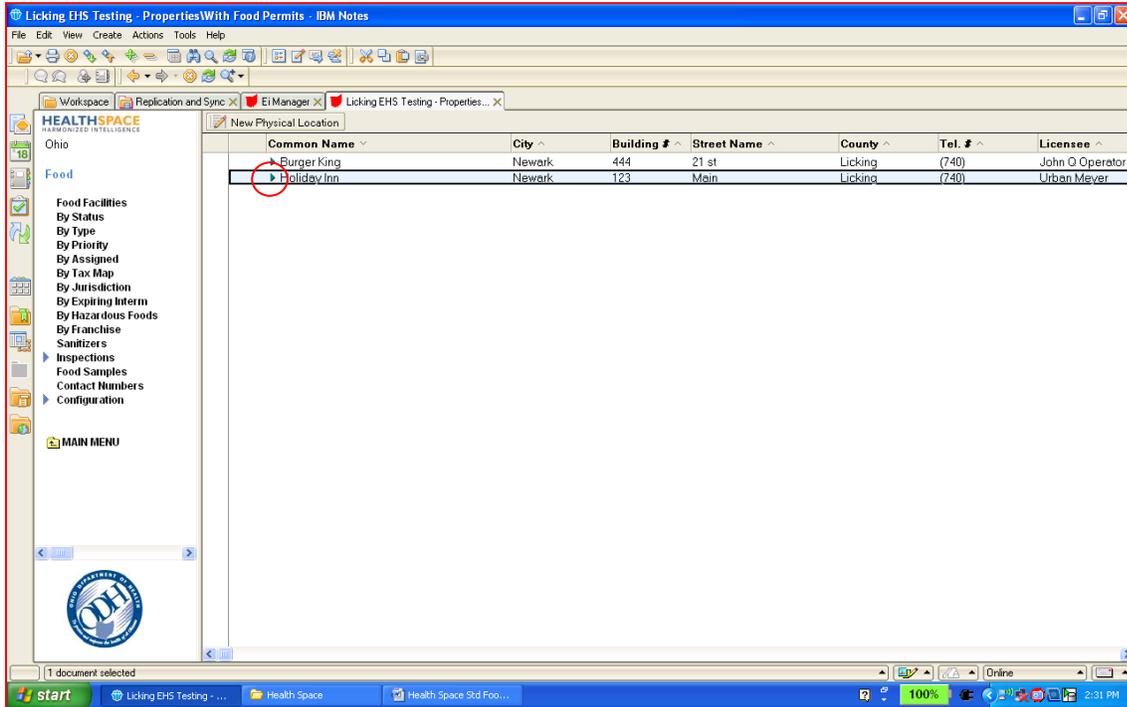
3. Double-click on Licking EHS Testing



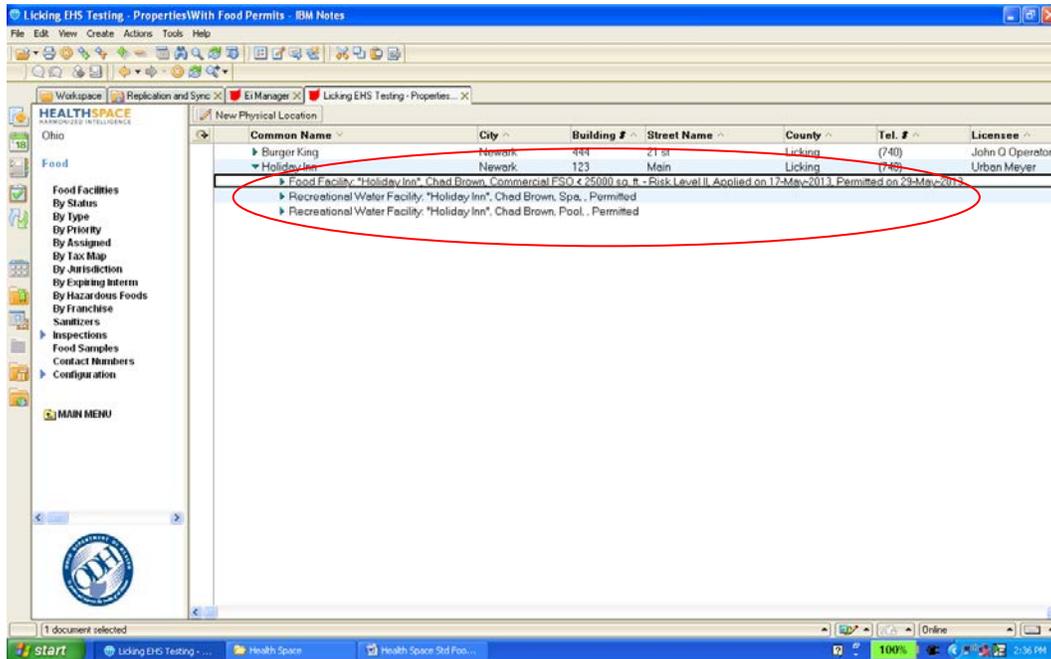
4. This will be the view you see when in the Licking EHS Testing database. Double-click on the Food icon



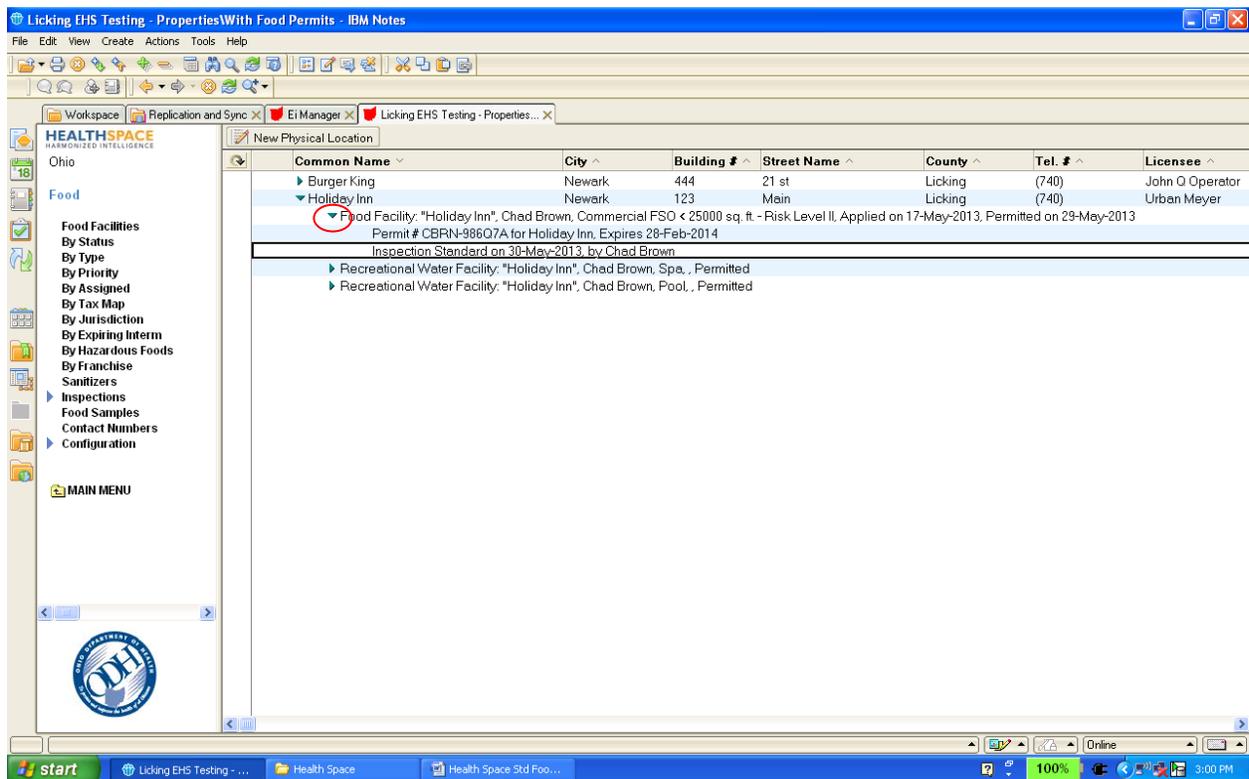
- The view you will see will list all of the food facility LOCATIONS in Health Space. Click on the arrow next to a location to see the food FACILITIES at that location



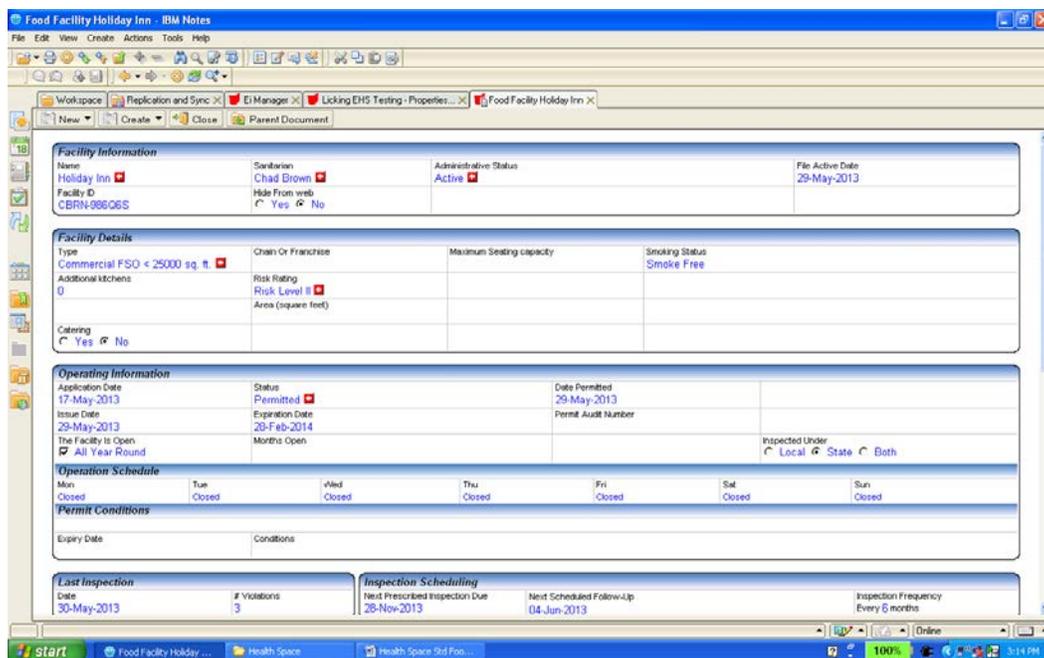
- Any food facilities, pools and/or campgrounds associated with the location will be able to be seen in this view.



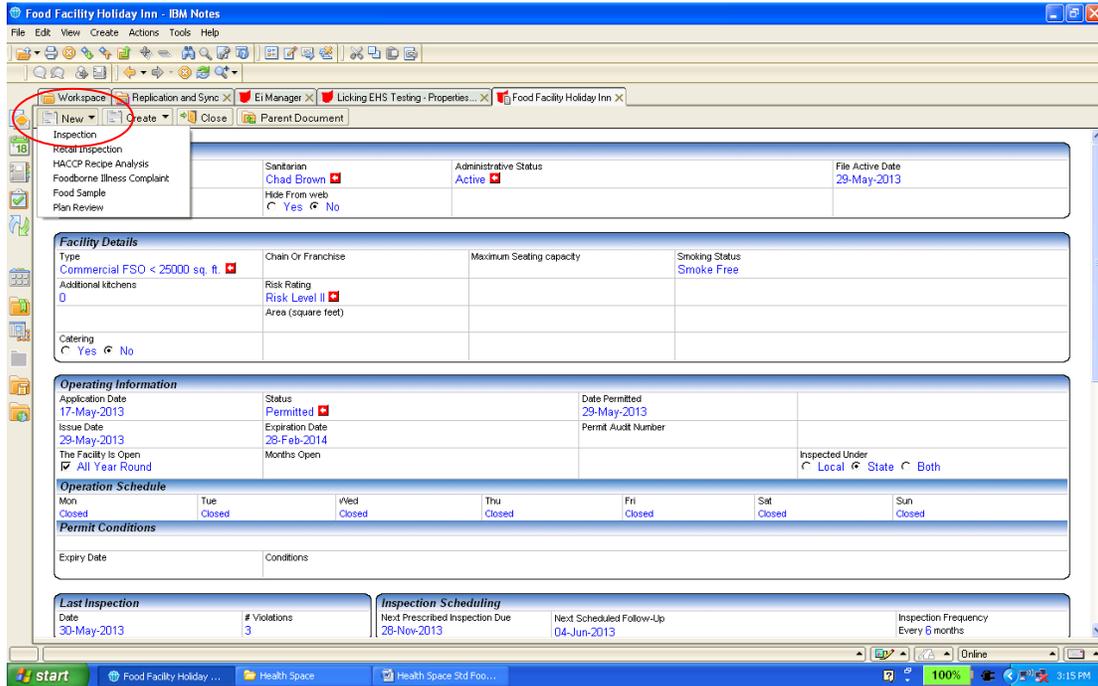
- Click on the arrow next to the Food facility to view the license and previous inspections. Double-click on a specific item to view it.



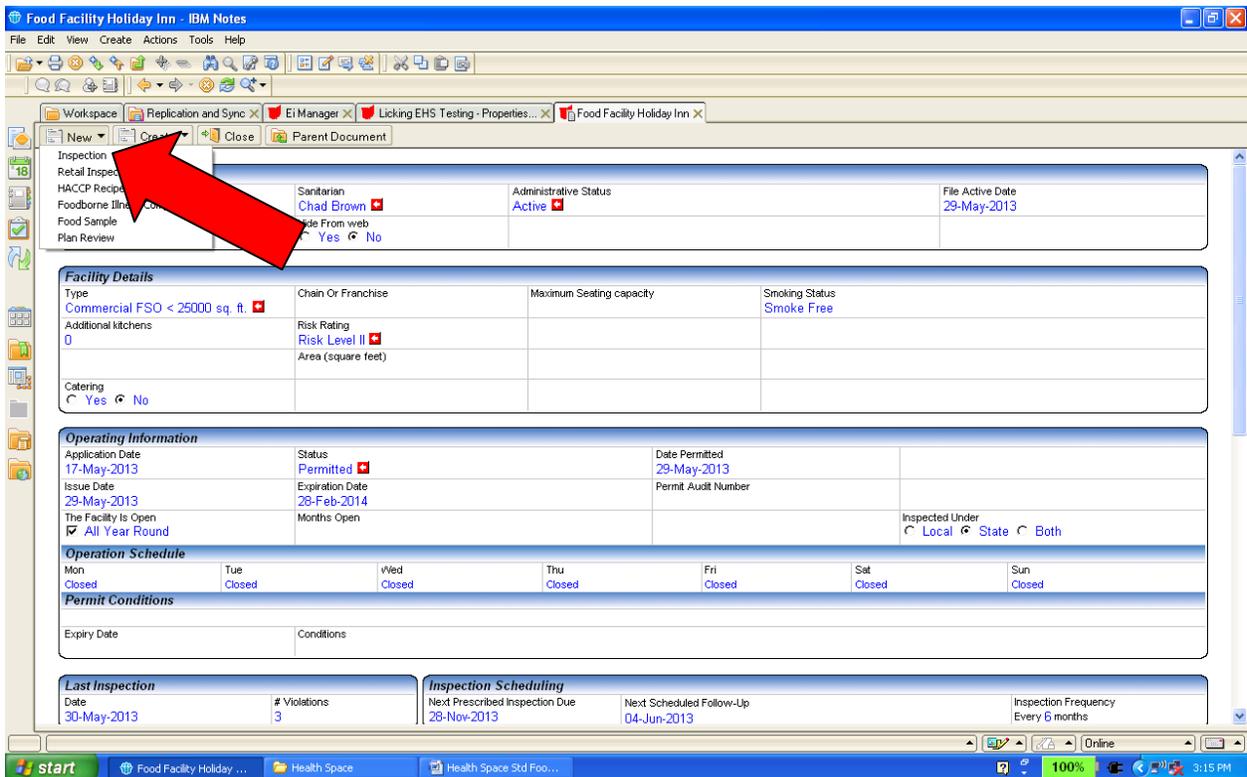
- Double-click on the facility to view the facility's information



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.

The screenshot shows the 'Food Inspection - Holiday Inn - IBM Notes' application window. The 'Inspection Information' section is visible, containing the following data:

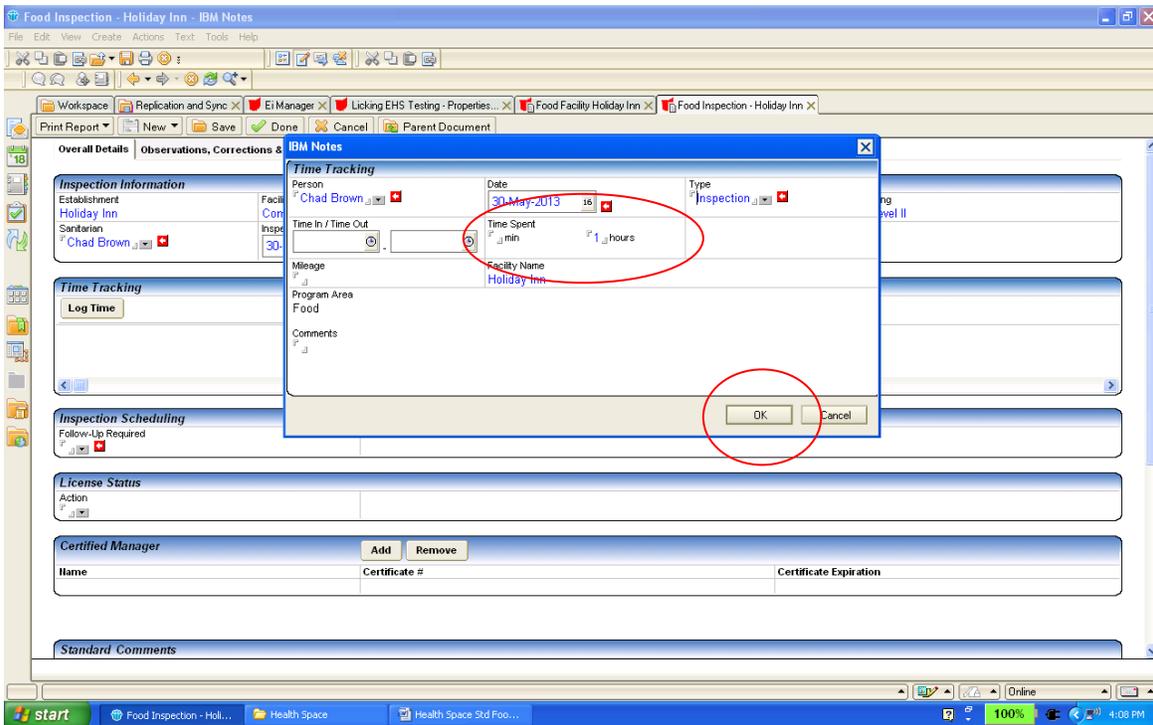
Establishment Holiday Inn Santarian Chad Brown	Facility Type Commercial FSO < 25000 sq. ft. Inspection Date 30-May-2013	Year Round Facility Yes Inspection Type Standard	Risk Rating Risk Level II
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Below this section are fields for 'Time Tracking' (with a 'Log Time' button), 'Inspection Scheduling' (with 'Follow-Up Required'), 'License Status' (with 'Action'), 'Certified Manager' (with 'Add' and 'Remove' buttons), and 'Standard Comments'.

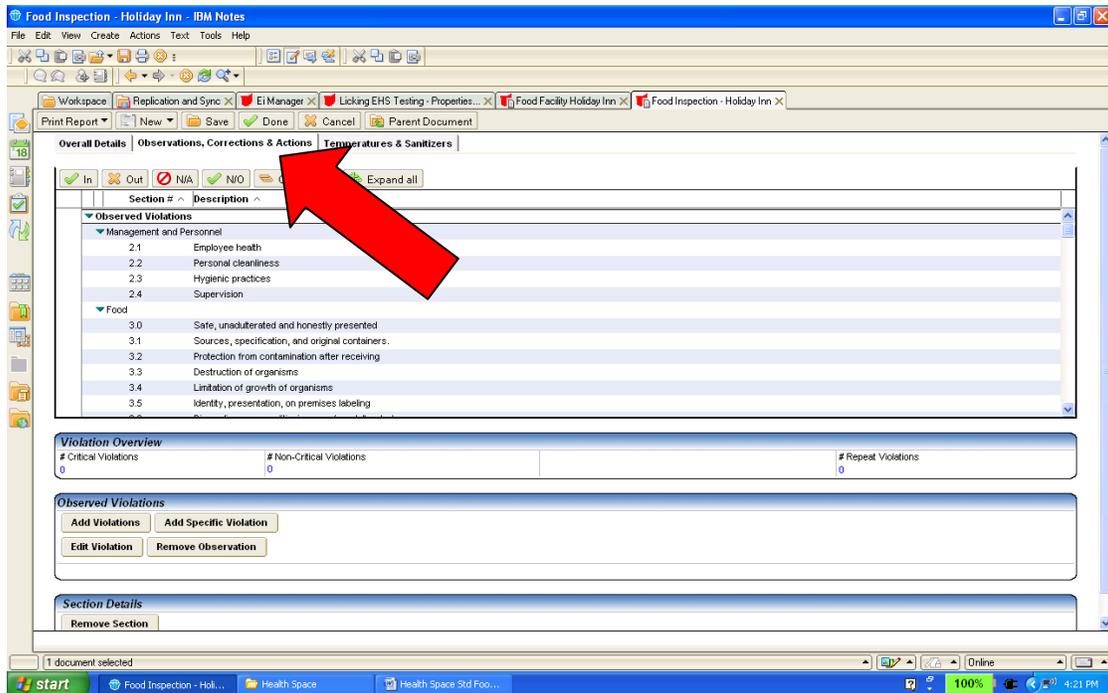
12. Even though it doesn't have a red box and arrow, you must complete the Time Tracking section by clicking on Log Time

This screenshot is identical to the one above, but the 'Log Time' button in the 'Time Tracking' section is circled in red. The 'Inspection Information' section data is the same as in the previous image.

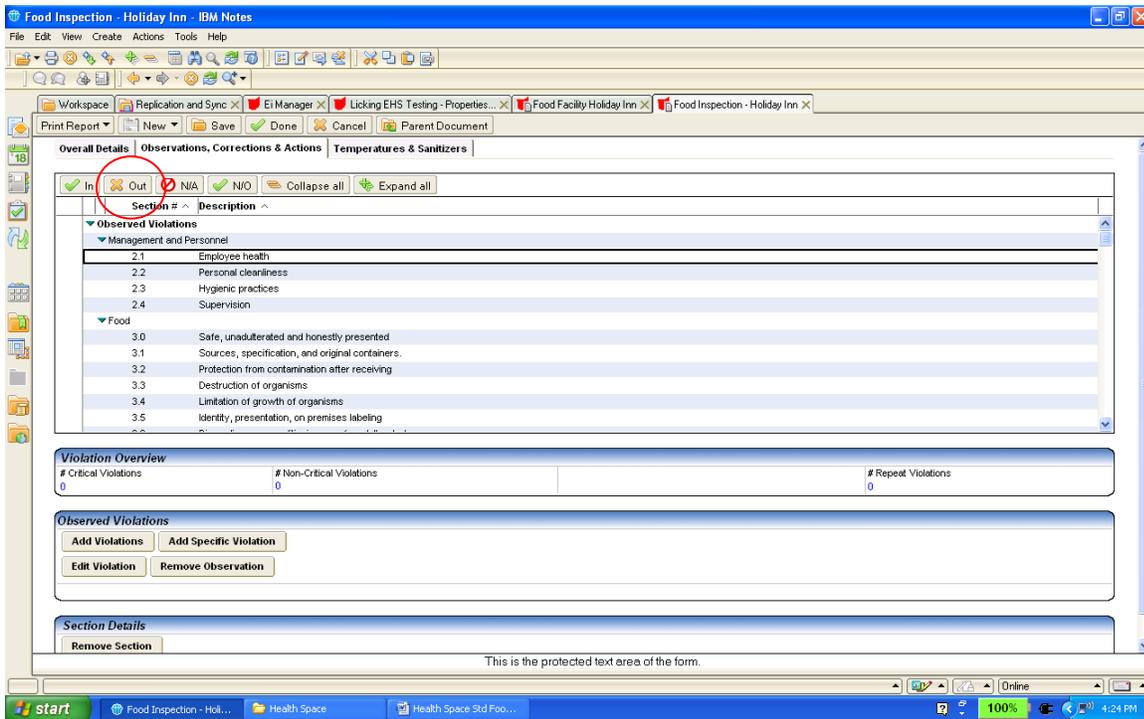
13. You will need to enter the time spent conducting the inspection in the Time Spent section. Then click OK



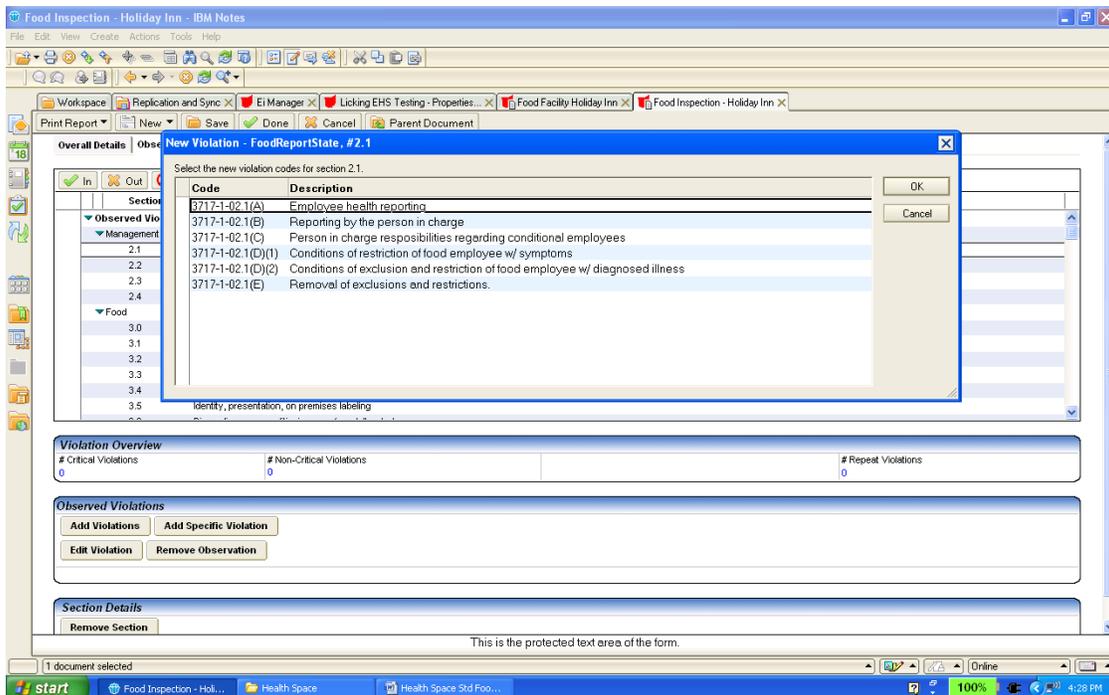
14. You will need to click on the Observations, Corrections, and Actions tab to enter the inspection information.



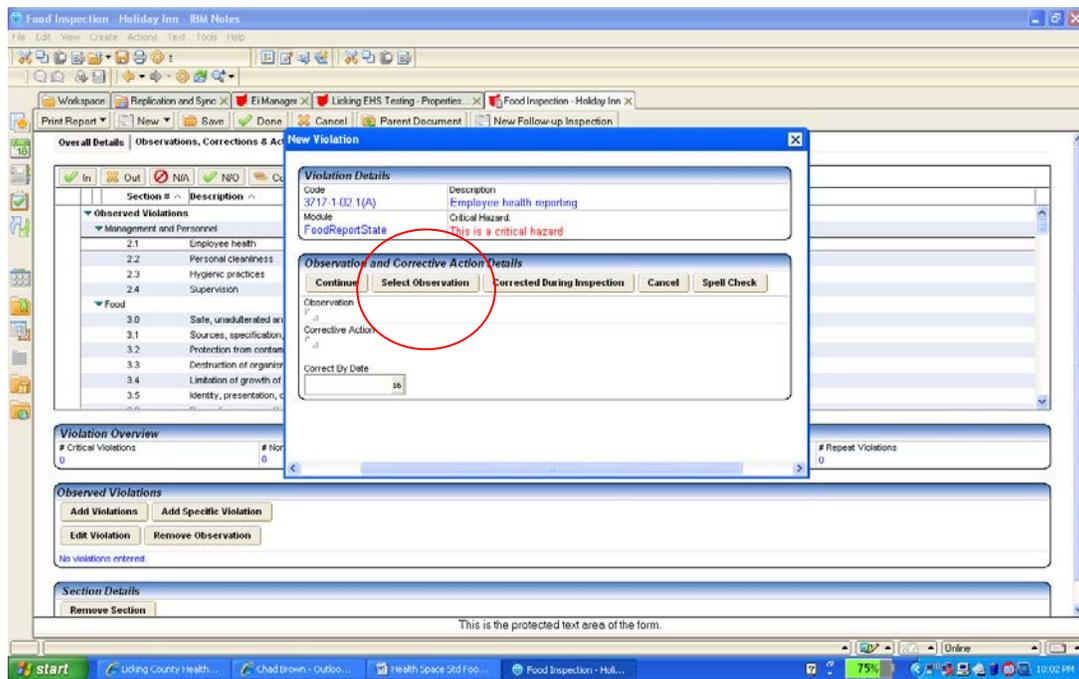
15. To select a violation you will need to click on the correct code section and then click on the “Out” box



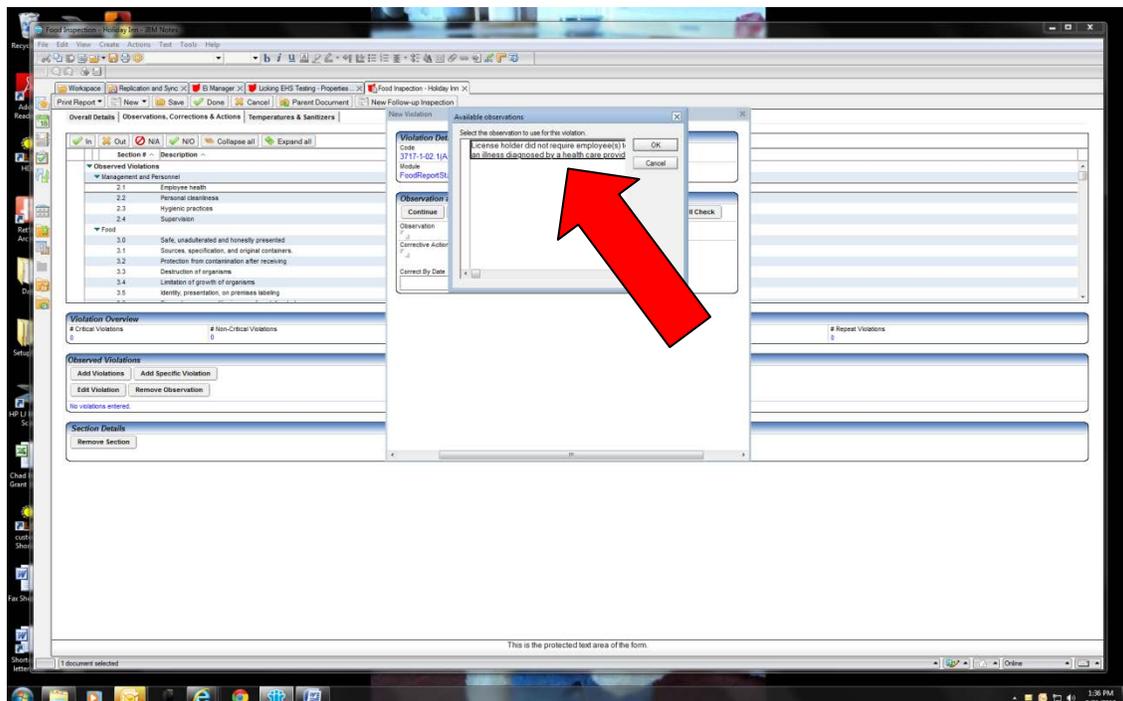
16. This will open a box where you can choose the specific violation to add to the inspection report. Double-click on the violation.



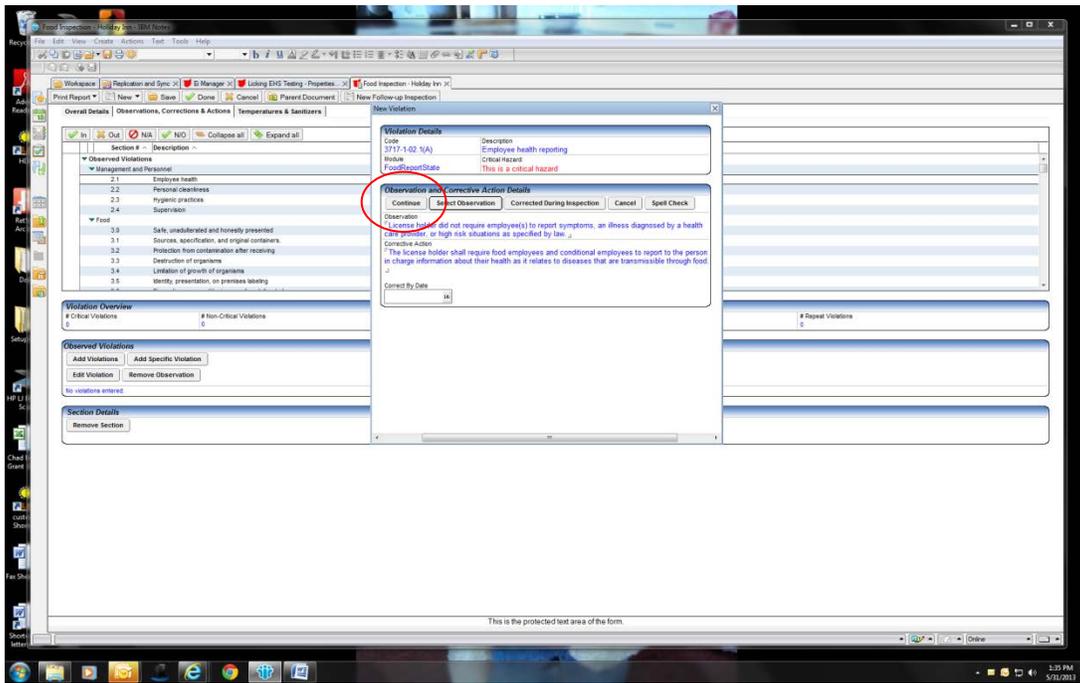
17. This will allow you to select from the ODH observations and corrective actions and add your own specific comments. Click Select Observation for the ODH info



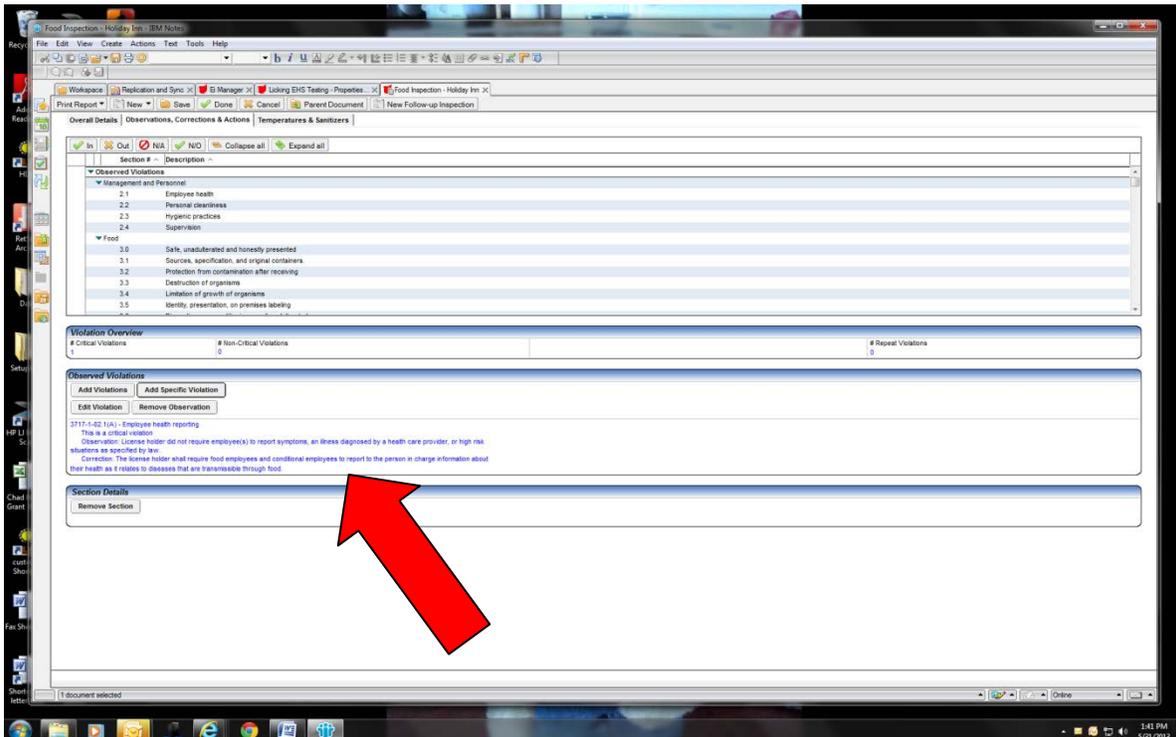
18. Clicking Select Observation will give you the opportunity to select the ODH language. There may be more than 1 option for some violations. Double-click the info you want to add to the inspection report.



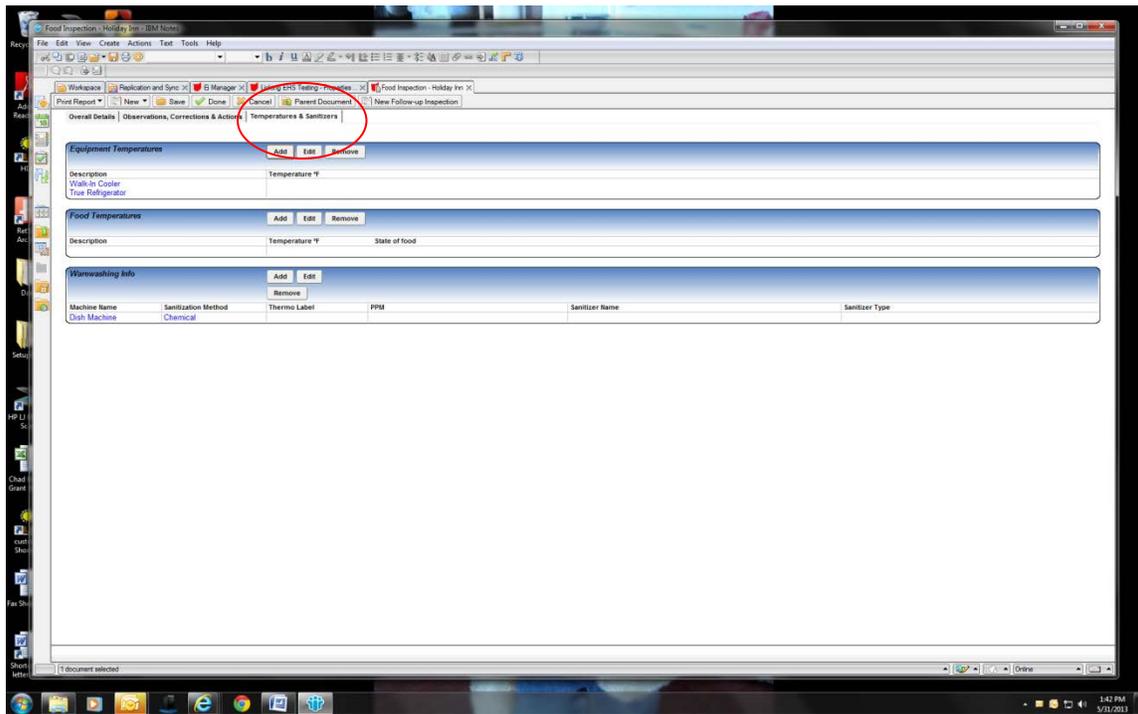
19. After double-clicking the info it will appear in the correct boxes. Click Continue to add it to the inspection report



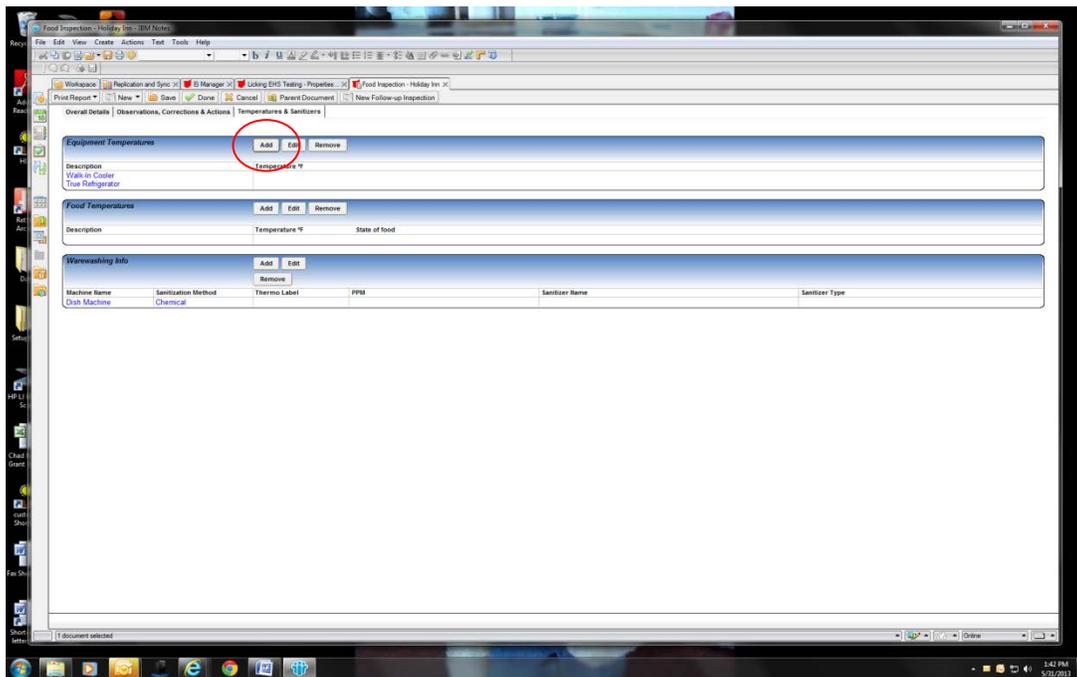
20. The violation language will then be included in the inspection report. Follow steps 14-19 to add additional violations.



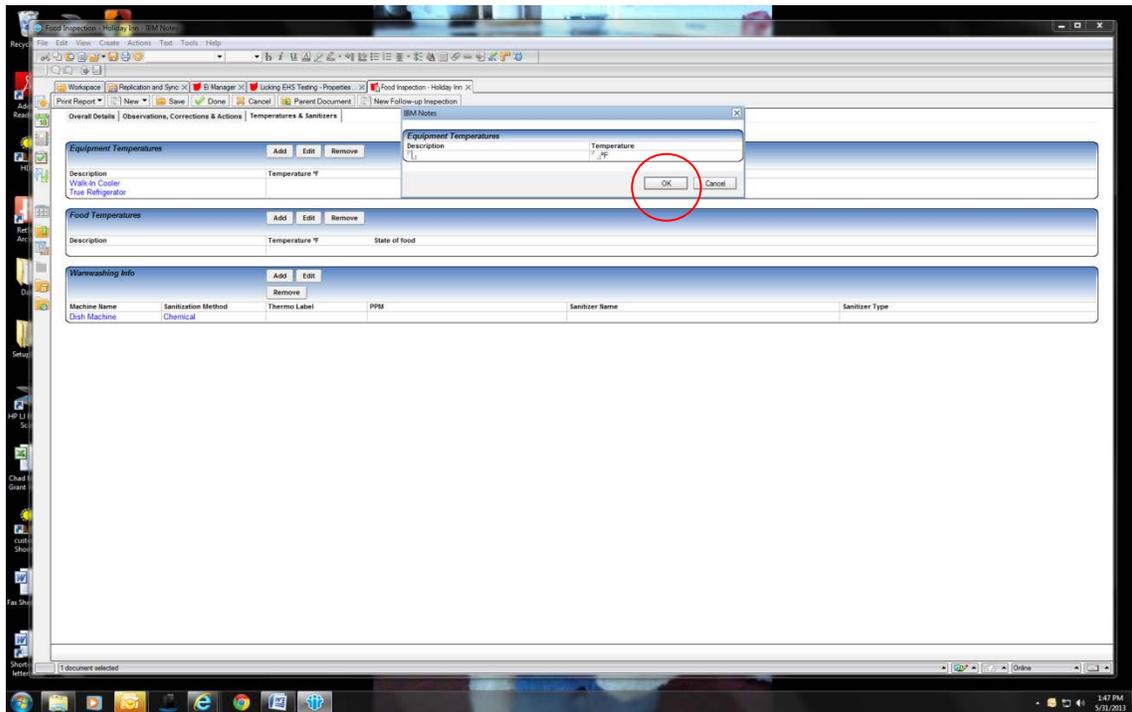
21. To add equipment and food temps click the Temperatures & Sanitizers tab



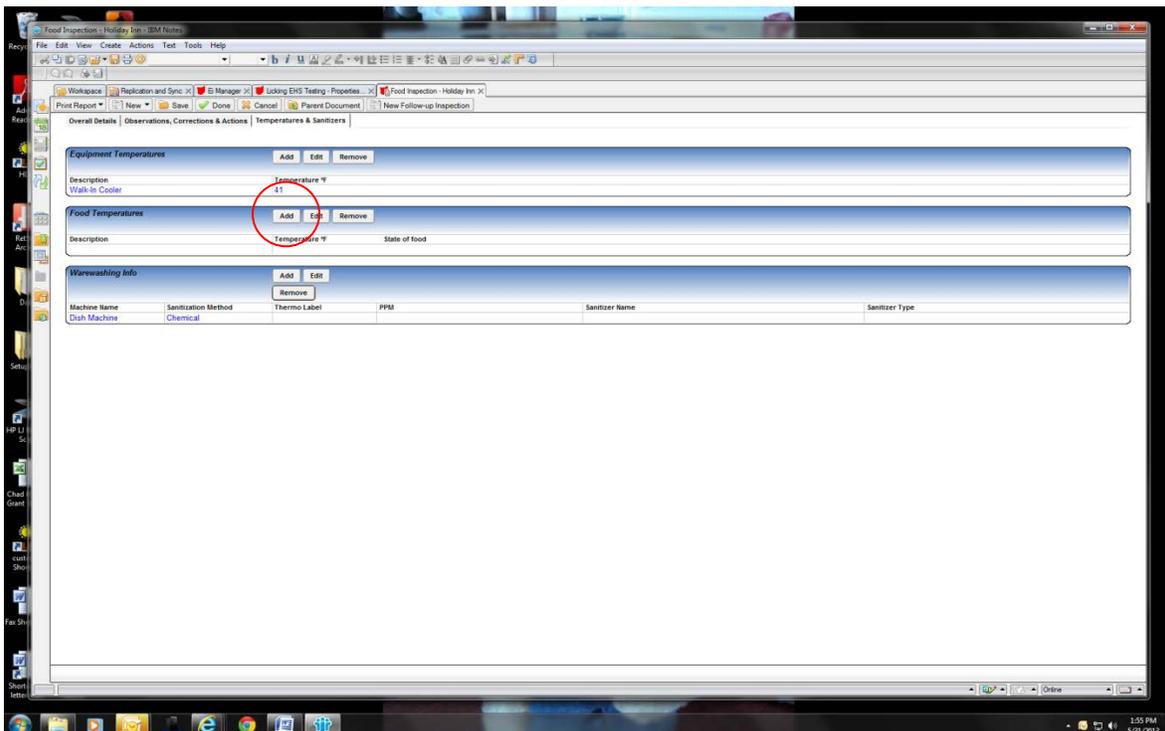
22. To add a temperature for a piece of equipment click add in the Equipment Temperatures section



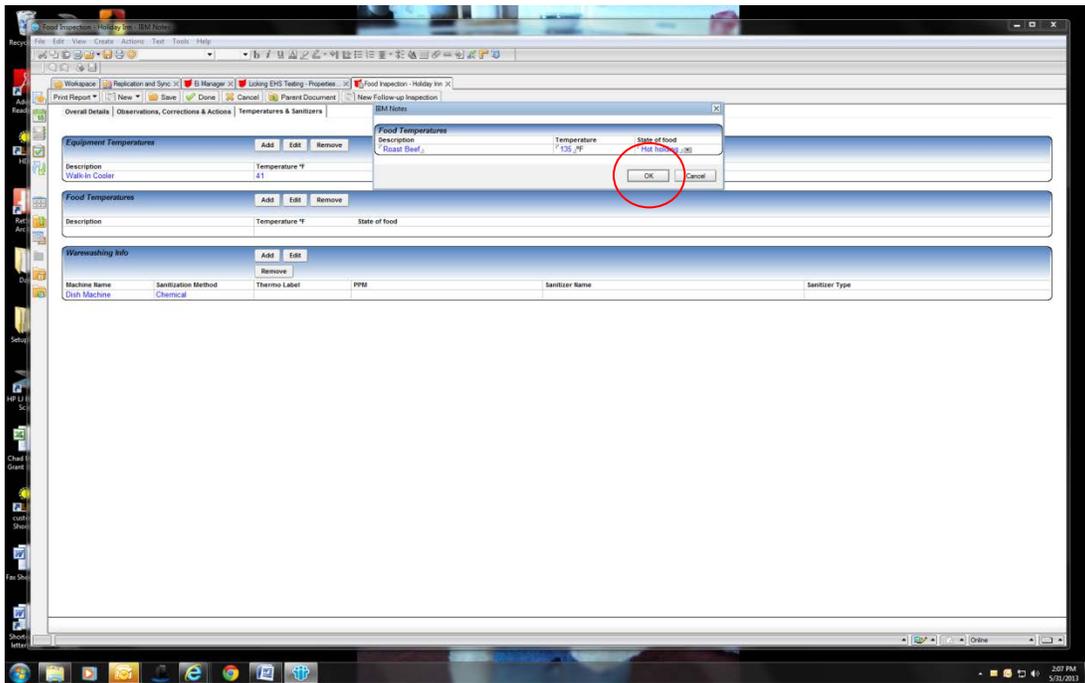
23. Type the name of the piece of equipment and the temperature and hit OK. To add additional pieces of equipment follow steps 22 and 23.



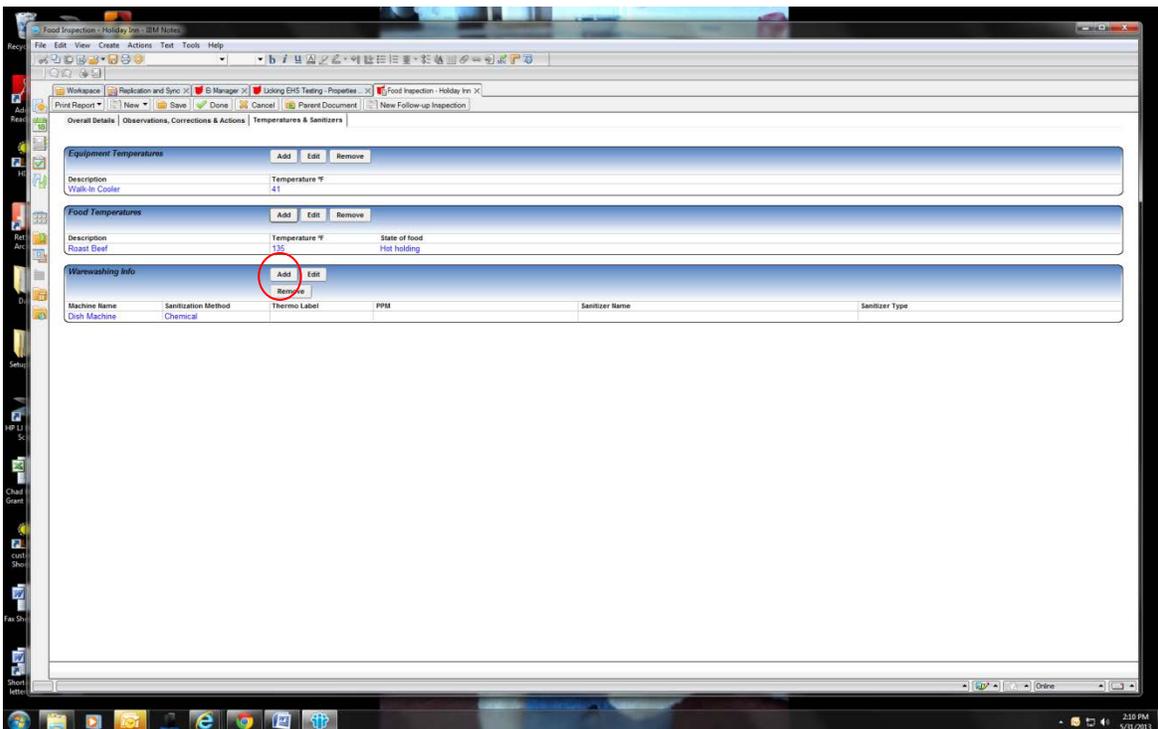
24. To add food temperatures click Add in the Food Temperatures section.



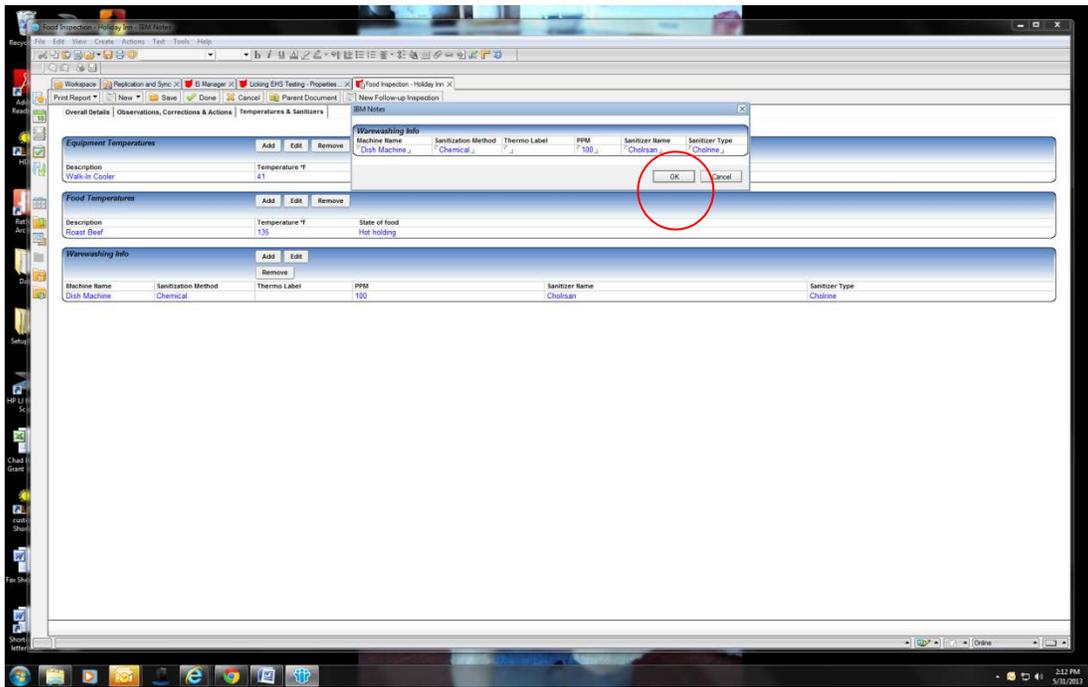
25. Enter the food, temperature, and select the state of food from the drop-down menu and hit OK. To add additional foods follow steps 24 and 25.



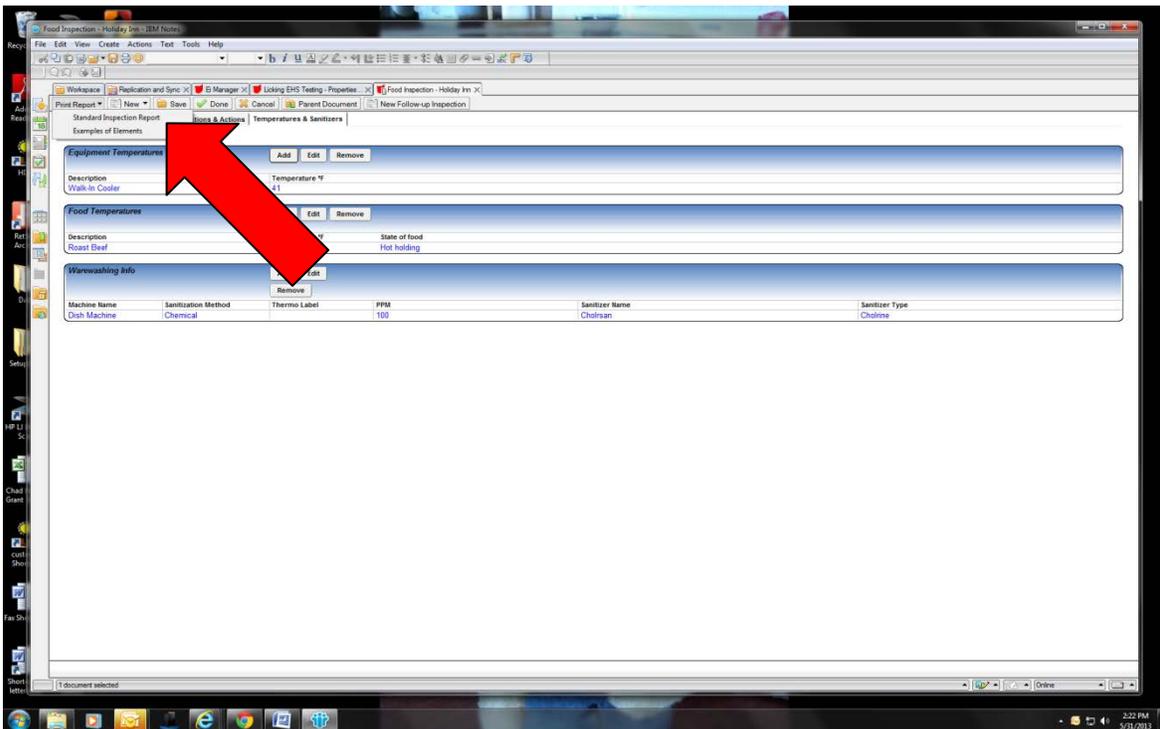
26. To add dishwashing information click Add in the Warewashing Info section.



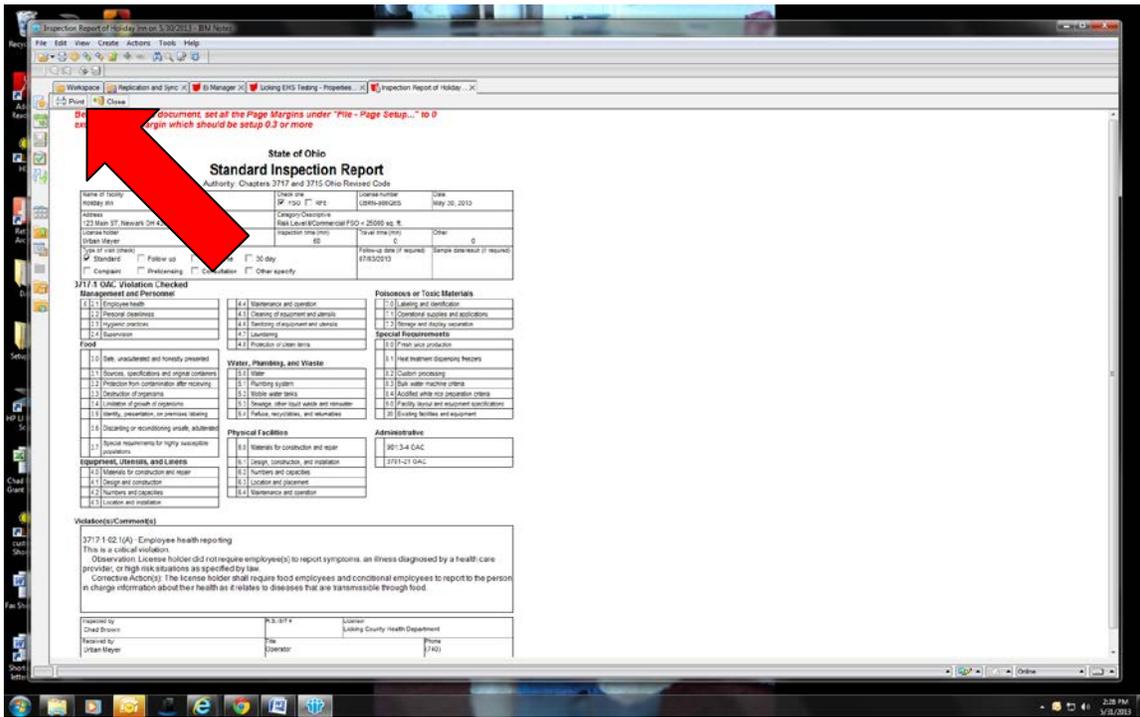
27. Enter the dish machine info and click OK. To add additional dish machines follow steps 26 and 27.



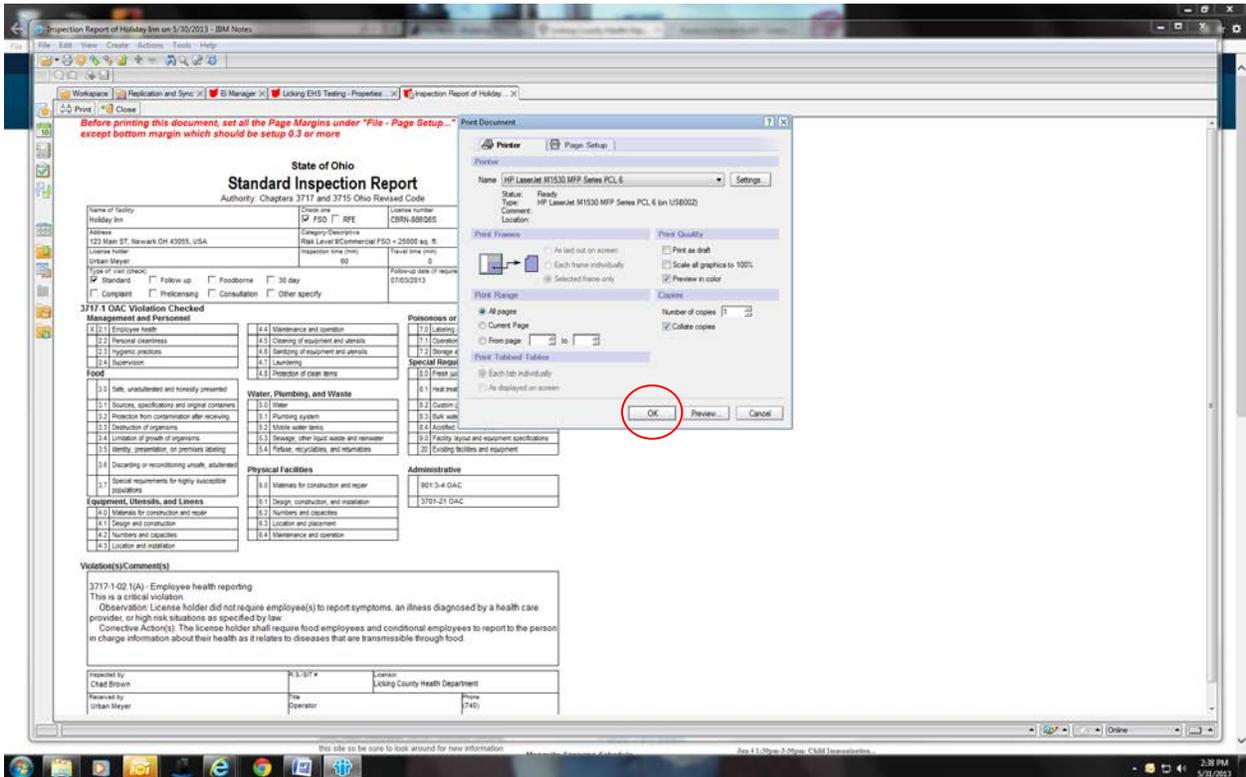
28. Print preview the report by clicking on Print and then Standard Inspection Report



29. Review the form for mistakes and click Print



30. Choose the correct printer and click OK.



31. When the report has been printed click Close

