



**FOR IMMEDIATE RELEASE**

**Contact: Tom Butt 510/236-7435, fax 510/232-5325**

**email: [tom.butt@intres.com](mailto:tom.butt@intres.com)**

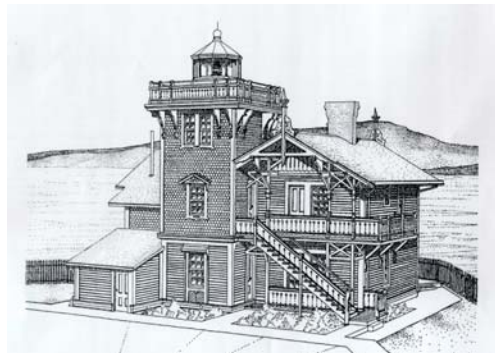
Richmond, CA: East Brother Light Station, Inc., a non-profit corporation, is seeking applicants for Keeper of East Brother Light Station, an island in San Francisco Bay that is the home of an intact 1874 lighthouse and fog signal. The lighthouse is owned by the U.S. Coast Guard but maintained for public use by the non-profit corporation. Since 1979, it has been operated as one of California's best-known and unique bed and breakfast inns. The income from operations is used by a group of volunteers to maintain the buildings, which are both a California State Historical Landmark and listed on the National Register of Historic Places.

The successful candidates will be a couple, one of whom must possess a Coast Guard commercial boat operator's license. They will operate the five-room inn, serving both dinner and breakfast, as well as providing ferry service for guests and all other tasks from chef to maid. The inn is open four days a week, and the island is also available for day use and special events. The new keepers will start about April 1, 2009.

Compensation is a function of the level of business, but has been in the \$70,000 - \$100,000 range for the couple. Compensation includes a health plan. Living quarters are provided.

For additional information about East Brother Light Station, see <http://www.ebls.org/>.

Applicants should send resume and proof of Coast Guard license to: Tom Butt, President. East Brother Light Station, 117 Park Place, Richmond, CA 94801. FAX 510/232-5325.



**East Brother Light Station, Inc.**

**(A Not-For-Profit Corporation)**

117 Park Place, Point Richmond, CA 94801

(This may be returned via FAX 510/232-5325)

This organization is an Affirmative Action/Equal Opportunity Employer

**APPLICATION FOR EMPLOYMENT FOR THE POSITION OF KEEPERS**

**APPLICANT NO. 1 (Applicants must be a "couple")**

Please provide ALL information requested ON THIS APPLICATION and attach resume, if available

Resume Attached?  Yes  No

<b>P E R S O N A L</b>	Name:	Social Security #:
		Date:
	Current Address:	Home Telephone: (include area code)
	Permanent Address:	Alternate Telephone: (include area code)
	Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>E D U C A T I O N</b>	SCHOOLS: (Name & Location), Dates, Degrees, Honors:	U.S. Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No
		Dates: Branch: Rank:
		Coast Guard Commercial Vessel Operations License <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>E M P L O Y M E N T</b>	<b>Dates From-To</b>	<b>Employer, Immediate Supervisor Address, Nature of Business</b>	<b>Your Position, Duties, Salary</b>	<b>Reason For Leaving</b>	<b>May be Contacted</b>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

**Other Experience (list and describe any additional experience or qualifications that you believe would qualify you for this position:**

**Have you been discharged for cause from any of the above positions?**

Yes  No

**If Yes, explain reasons:**

<b>G E N E R A L</b>	<p>Have you been convicted of a felony (excluding any sealed or expunged conviction)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain (conviction will not necessarily disqualify):</p>
	<p>Do you have any physical, emotional or mental condition which may affect your ability to perform the job for which you are applying?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain how you believe your limitation can be accommodated:</p>

Give below the names of three persons not related to you, whom you have known at least one year:				
<b>R E F E R E N C E S</b>	Name	Address & Telephone Number	Position	Years Acquainted
	1.			
	2.			
	3.			

**In case of emergency notify:**

**Name:**

**Address:**

**Phone No.:**

**APPLICANT NO. 2 (Applicants must be a "couple")**

Please provide ALL information requested ON THIS APPLICATION and attach resume, if available

Resume Attached?  Yes  No

<b>P E R S O N A L</b>	<b>Name:</b>	<b>Social Security #:</b>
		<b>Date:</b>
	<b>Current Address:</b>	<b>Home Telephone:</b>
		( )
	<b>Permanent Address:</b>	<b>Alternate Telephone:</b>
		( )
	<b>Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>	

<b>E D U C A T I O N</b>	<b>SCHOOLS: (Name &amp; Location), Dates, Degrees, Honors:</b>	<b>U.S. Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
		<b>Dates:</b>
		<b>Branch:</b>
		<b>Rank:</b>
		<b>Coast Guard Commercial Vessel Operations License <input type="checkbox"/> Yes <input type="checkbox"/> No</b>

<b>E M P L O Y M E N T</b>	<b>Dates From-To</b>	<b>Employer, Immediate Supervisor Address, Nature of Business</b>	<b>Your Position, Duties, Salary</b>	<b>Reason For Leaving</b>	<b>May be Contacted</b>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

**Other Experience (list and describe any additional experience or qualifications that you believe would qualify you for this position:**

**Have you been discharged for cause from any of the above positions?**

Yes  No

**If Yes, explain reasons:**

<b>G E N E R A L</b>	<p>Have you been convicted of a felony (excluding any sealed or expunged conviction)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain (conviction will not necessarily disqualify):</p>
	<p>Do you have any physical, emotional or mental condition which may affect your ability to perform the job for which you are applying?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain how you believe your limitation can be accommodated:</p>

Give below the names of three persons not related to you, whom you have known at least one year:				
<b>R E F E R E N C E S</b>	Name	Address & Telephone Number	Position	Years Acquainted
	1.			
	2.			
	3.			
<p><u>In case of emergency notify:</u></p> <p>Name:</p> <p>Address:</p>				

Phone No.:

### STATEMENT OF INTEREST AND PURPOSE

Using an additional sheet, write a statement on why you would like to have this position and why you believe you would perform the job well.

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#### I Understand And Acknowledge The Following:

1. If I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U.S.
2. I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents may result in my immediate dismissal.
3. I understand that I will be required to possess a current and valid California driver's license.
4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at will and for no definite period, and that my employment may be terminated at any time with or without cause and with or without prior notice.
5. I understand that no supervisor or manager may alter or amend the above conditions except in writing.
6. I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Company to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided and for those parties to provide information concerning my experience and I hereby release all parties from any liability arising from such investigation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## FREQUENTLY ASKED QUESTIONS

- **Can you provide a detailed Job Description?**

The Lighthouse Keepers are a "couple" who, as employees of the organization, manage and run the bed and breakfast inn and day use programs at East Brother Island. The five-room inn is open four evenings a week, Thursday through Sunday, and the island is available to day use visitors on weekends. Duties include boat transportation, tours, dinner and breakfast preparation and serving, and cleaning. Assistance with island maintenance is by a volunteer group. A copy of the *Personnel Manual* is attached as a PDF file.
- **Define what you mean by "couple?"**

We use the word "couple" loosely, because the job requires two persons who must live and work together in close quarters. They do not necessarily have to be a married couple.
- **What are the minimum Qualifications**

One of the individuals must possess a valid U.S. Coast Guard commercial operators license for a boat carrying six passengers. If you do not have this or cannot obtain it within a short time, please do not waste your time and ours by applying. Keepers must have culinary experience or abilities, must be warm and presentable to the public, and must be enthusiastic and self-motivated. Children are incompatible with this job, as are pets. Smoking is not permitted. Previous food service or hotel type experience may be helpful but is not required.
- **How can I get a Coast Guard License?**

IF YOU DO NOT HAVE A CURRENT LICENSE OR HAVE QUESTIONS ABOUT LICENSING, YOU ARE HIGHLY UNLIKELY TO BE A QUALIFIED CANDIDATE FOR THE KEEPER'S POSITION WITHIN THE TIME FRAME WE NEED TO HIRE.
- **Compensation and Housing**

Compensation is a function of the level of business. Essentially, 40% of the gross is taken by the non-profit corporation for maintenance and capital improvements. The remaining 60% goes to the Keepers after subtracting the expenses of operation, principally food, beverage, gasoline, etc. In the last ten years, the Keepers' gross pay has varied from approximately \$60,000 to \$100,000 annually. The variance is dependent on several things, including the general economy, how much effort the Keepers put into marketing and how hard they want to work. In addition to that, the corporation pays for a health that costs about \$6,000. The fact that room and board are essentially free has enabled past keepers to accrue substantial savings while working and living at East Brother. Also, previous keepers have been creative about expensing other items that reduce their apparent gross pay but cover expenses with pre-tax dollars.

- **Why would we want this job?**

Incomparable views; meet a lot of interesting people; good networking opportunities; one of California's best-known bed and breakfast inns; hard work but pretty good pay for a young couple (or couple of any age) doing something unique; birds, marine mammals, fresh air, boats; and history. East Brother is a registered California Historic Landmark and is listed on the National Register of Historic Places.

- **How to apply**

Download and fill out the application form. Return by mailing it to Tom Butt, President, East Brother Light Station, Inc., 117 Park Place, Richmond, CA 94801; faxing to 510/232-5325, or email to [tom.butt@intres.com](mailto:tom.butt@intres.com). Direct any burning questions to Tom Butt at the previous addresses.

# EAST BROTHER LIGHTSTATION, INC.

## *Operations and Personnel Manual For Keepers of East Brother Light Station.*

This Operations and Personnel Manual is subject to revision at any time by the Board of Directors of East Brother Light Station.

### **1 – DEFINITIONS**

**East Brother Light Station**, which may be referred to hereinafter as "The Island" or "East Brother," or the "Corporation" includes all of the buildings, equipment, and real estate which is located on or a part of East Brother Island.

**East Brother Light Station, Inc.**, is a California nonprofit corporation, classified by the Internal Revenue Service as a foundation, that may hereinafter be referred to as the "Corporation."

**Keeper or Keepers** is the term used hereinafter to describe one or more employees of East Brother Light Station, Inc., whose duties are generally to operate and maintain East Brother on a day-to-day basis.

### **2 - AUTHORITY**

#### **Directors of East Brother Light Station, Inc.**

At an annual meeting, usually held in September, the corporate membership of East Brother Light Station, Inc., elects a Board of Directors in a number as required by the by-laws. The Board elects a President who presides at board meetings and performs other duties as may be required of the Chief Executive Office of the Corporation.

#### **Officers of East Brother Light Station, Inc.**

On an annual basis, the Board elects a President, Vice President, Secretary, and Treasurer, whose responsibility it is to carry out the policies and directives of the Board of Directors as necessary to implement the activities and operations of the Corporation. The President, or others he (or she) may designate, shall have the sole responsibility and authority to direct the activities of and render decisions concerning the employees of the Corporation and the operation of East Brother Light Station. When the "Corporation" is used hereinafter, it means "as directed to or by the President or his/her designee."

#### **East Brother Light Station Committees.**

EBLS has several standing committees and certain focused committees that contribute to the well-being and operations of the physical light station. Chair persons of these committees may require interaction between themselves and the Keepers so that a healthy line of communication may be maintained. It is essential that the Keepers understand that the various committees exist in part for their benefit and interaction is essential.

### **Standing Committees:**

- Marketing / Fund Development
- Finance / Personnel
- **Island Inspection Committee**
- Gift Shop
- Volunteers (Wickies)
- Long Range Planning
- Safety / Workers Comp Rules

### **U.S. Government Property.**

East Brother Island is U.S. Government property, and the ultimate source of authority for its use by the Corporation is its license agreement with the U.S. Coast Guard, which is subject to a 30-day termination at the will of the Government. If the Government elects to revoke the license, any obligations to the Keepers automatically become null and void. In addition, any future requirements or interpretations of the license by the Government shall supersede and take precedence over any conditions or obligations contained herein.

### **Keepers.**

The Keepers shall report to the President of the Corporation and carry out the policies and directives as interpreted and instructed by the President, or as delegated to other Board members by the President. The Keepers shall, unless herein exempted, have supervisory responsibility and authority over all routine operational and visitor use activities at the Island. The Keepers may be asked to attend all or any portion of Board meetings to report on or discuss activities and operations involving the Island, but they shall attend such meetings or portions of such meetings only upon invitation of an Officer or Board Member and shall not have the right to vote.

### **Other Employees.**

The Keepers may recommend to the Board the selection, hiring, or termination of additional employees to assist them in their duties; however, the responsibility and authority for any of these acts as well as providing compensation and making payroll tax deductions remains with the Corporation.

## **3 – DUTIES & RESPONSIBILITIES OF THE KEEPERS**

**The Keepers** \* See Appendix for additional duties

The Keepers Are assigned five general areas of duties or responsibility:

- Safety
- Operation of the facility as a Bed & Breakfast Inn
  - **a. Marketing the business**
- The Visiting Public
- Sanitation
- The Island (buildings, grounds, structures, furnishings and equipment),

## **SAFETY:**

One of the Keepers is designated as **Safety Manager** and is responsible for the management of the Safety program on Island and aboard boat (see attached). Safety is a priority. Correct and/or report all safety hazards immediately. Ensure safety of guests, visitors, employees, and volunteers at all times.

### **Keepers**

The Keeper(s) serve(s) as on-Island and Vessel **Safety Manager(s)**

**Employee safety and property protection** is the direct responsibility of Safety Managers. Safety and loss prevention are as much a measure of efficient operations as reaching production goals, quality standards, or cost reduction.

**Visitor, guest, and volunteer** safety is the responsibility of the Safety Manager(s) and staff, i.e. ALL Keepers and employees. All safety rules and conditions will be enforced to assist in controlling third party exposures.

- Keepers shall enforce all safety rules
- Keepers shall maintain up-to-date knowledge of emergency medical resources
- Keepers shall participate in periodic safety meetings with the Safety Supervisor
- Keepers shall ensure that ALL employees actively participate in accident prevention, as safety performance will be one measure of employee accomplishment during Employee Performance Appraisal.
- All Safety rules and conditions shall be enforced to assist in controlling third party exposures.

**Accident Reporting.** All accidents, however small, shall be reported verbally to the Board President as soon as possible after occurrence. All accidents shall be documented on EBLIS approved form within five days of occurrence. *This applies to employees and guests.*

### **Emergency Medical Plan**

#### ***Reporting:***

*9-1-1 Fire Department  
9-1-1 Ambulance  
9-1-1 Police  
Chevron Boat  
San Rafael PD Boat  
Coast Guard*

#### ***Training***

*First Aid  
Heimlich*

#### ***First Aid Equipment***

*Bandages  
4 X 4  
Cling  
Compression  
Oxygen  
ADF  
BP Cuff/Stethoscope*

*Scissors*

*Injury  
Stabilize*

*Illness  
Cause  
Medication*

### ***Emergency Response Resources***

### ***Emergency Facilities***

**The Launch** shall be inspected by the “Captain” for all required safety and navigational equipment prior to boarding any passengers or guests. Any required safety or navigational equipment shall be immediately repaired or replaced as necessary. The launch shall not be operated without the full required complement of safety and navigational equipment. The Launch shall be maintained in ship-shape condition at all times.

**Authorized operators.** Only authorized persons may operated the Island Launch due to insurance constraints.

- When transporting passengers for hire, a Coast Guard Licensed Captain shall operate the launch.
- Authorized members of the Board of Directors may operate the Island launch.
- (Insurance does not permit this use at this time) Authorized trade or repair persons may on certain occasion may be permitted to operate the launch after review by the Island Captain (innkeeper) or the EBLs Board.
- No guests or friends are permitted to operate the Island Launch at any time.

### **Management**

The President of East Brother Light Station is the Employer. The President will appoint one of the Keepers to act as the Safety Manager. A member of the Board of Directors of East Brother Light Station may Named by the Board President as Safety Supervisor, and will act as Employer / Management liaison with the Keeper(s) for the purposes of on-island administrative support of the East Brother Light Station Safety Program.

- The Keeper(s) serve(s) as on-Island and Vessel **Safety Manager(s)**.
- **Employees** are anyone in the direct employment of East Brother light Station, Inc. EVERY EMPLOYEE IS RESPONSIBLE TO ACT WITH SAFETY, ABIDE BY SAFETY RULES, REMOVE, REPORT and/or REPAIR ALL SAFETY HAZARDS. Every safety hazard, however small shall be reported to the Safety Supervisor.
- Employee safety and property protection is the direct responsibility of Safety Managers. Safety and loss prevention are as much a measure of efficient operations as reaching production goals, quality standards, or cost reduction.
- **Visitor, guest, and volunteer** safety is the responsibility of the Safety Manager(s) and staff, i.e. ALL Keepers and employees. All safety rules and conditions will be enforced to assist in controlling third party exposures.
- **Safety Meetings** will be called periodically at a time mutually convenient to all parties.

## Keeper Duties & Responsibilities

**Personal safety** - and accident prevention are the responsibility of all employees of East Brother Light Station Inc.

**Fire Safety** – Fire prevention is a critical duty of all personnel. Any fire hazard shall be reported and corrected immediately. Keepers will be aware of duties in the event of a fire on the Island.

**Smoking.** Smoking is NOT permitted inside any building. Maintain sand filled butt cans at convenient exterior locations to discourage littering and to prevent fires. Can shall be emptied daily.

**Candles.** The use of candles is specifically prohibited anywhere on the Island. Exception: Under control of the Keepers, candles may be used on the dining room tables only.

**Guest Safety** – Guests shall be briefed on all safety precautions related to their trip to the Island, their stay on the Island including fire alarm and evacuation procedures.

**Health and safety of food.** Proper handling of all food to ensure its freshness, temperature, cleanliness, and safety is required! **The Galley shall be maintained to the highest standard of cleanliness at all times.**

**Galley and Facilities Inspection.** Regular inspections will be made by one or more members of the EBLIS Board of Directors or their appointed agent. Inspections will focus on cleanliness and general condition of the facility. Inspections are for the purpose of maintaining a high quality operation that is healthy and safe to both the public and workers. **It is not intended to be a punitive process!**

**The Launch Captain** - Shall brief all guests and visitors on all matters pertaining to safety aboard the launch and on the Island prior to boarding at the harbor, **or during orientation immediately upon arrival at the island,** including but not limited to:

- **Safety cautions**
- Medical emergency
- Fire and Life Safety Plan
- Off-Limits areas

## The Bed & Breakfast Inn

The operation of the island as a Bed & Breakfast Inn is the sole source of revenue to both the Corporation and the Keepers. **It is therefore incumbent upon all parties to maintain the highest of standards in keeping with the rates and expectation of our guests. These include but are not limited to:**

1. Attention to detail
2. Condition & cleanliness of the boat
3. Galley cleanliness & sanitation
4. **Interior and exterior cleanliness of buildings and grounds. Make bedrooms and public inviting to guests, especially for their special occasion, e.g. anniversary, birthday, retirement, etc.**
5. Personal appearance
6. Personal cleanliness

## 7. Treatment of guests

### **Records & Requirements**

**Records:** Maintain accurate records of daily, weekly and monthly expenses including gift sales, gift inventory, and day use or other incidental income received. Maintain all records in accordance with the record systems in place. All records shall be maintained in an up-to-date manner daily and a backed up copy saved each day. One or more Board members or the EBLs accountant may have access to the records for accounting and support requirements at any reasonable time but with no longer than a three-day notice required.

**Reporting Period.** The reporting period is monthly. The period begins with the first day of the month and ends with the last day of the month.

**Reporting:** At the end of each reporting period, the Keepers shall submit the following reports:

- Report of Cash Disbursement (with all receipts and credit card statements)
- Report of gratuities
- Gift Sales, Inventory and Cash Receipts
- Gift Sales to volunteers with PLU Numbers
- Gift Shop items/Romance Packages used either to operate the B&B or given to guests as a gift
- Cash Receipts
- Reservations and Gift Certificates
- Other reports as requested or required by the Corporation.

**Budget & Finances:** The Corporation has finite funds to operate the Island from year to year and it is necessary to conserve funds to be used only for the purpose of maintaining the facility. A budget is developed each year based on the best estimate of income for the coming year to the Corporation. It is incumbent upon the Keepers to respect that budget. Keepers are not authorized to expend funds in the amount of **\$250 or more of the corporate funds per month** without permission of the Board President or the approval of the Board at the monthly Board Meeting. If an immediate need or emergency arises, authorization from the Board President is required.

The Keeper's funds shall be managed in a businesslike way to maximize the guests' experience and to earn a return on their efforts. Funds are to be used for business expenses only.

**Reservations:** The Keepers are the representatives and ambassadors for East Brother Light Station. Contact with the public shall always be conducted in a professional and courteous manner. Management of the reservation system using reliable and accurate accounting and maintenance of all records in accordance with the record systems in place is incumbent upon the Keepers. All records shall be maintained in an up-to-date manner daily and a back-up copy saved each day computerized reservations system updated.

**Guest Books and Guest Evaluations** are the property of the corporation and shall be maintained on the Island by the Keepers.

**To maintain the interior** of the main building, all guest quarters, the galley and restrooms in immaculate condition commensurate with the expectations the guests at all times.



## **Communication**

**Communication.** Maintain a reliable method of communication (availability) with the Corporation, a means of summoning emergency fire or medical services, vendors, and others who may have urgent business to conduct on the island or with the Keepers. Follow-up any urgent messages or messages from Corporation Board members within 24 hours.

**Outside Agency Contacts.** Refer all questions to and transmit all communication through the Corporation for agencies such as U. S. Coast Guard, State of California agencies, insurance companies, etc. All business relating to East Brother Light Station which does not directly involve the day-to-day operations of the use programs shall be referred to the Corporation.

**Marketing.** Although the Board of Directors will continue to make an effort to promote and publicize the public-use activities at East Brother, it is incumbent upon the Keepers to make every effort to keep the Island booked to its capacity, for only then will sufficient income be generated to maintain the facilities and the level of basic compensation that meet the Keepers expectation.

It shall be the policy of the Corporation to invite and encourage media publicity of all types regarding the Island and the restoration effort. The Keepers may, however, endeavor to place a higher priority on promoting those types of uses which are least popular at any given time, such as Thursday and Sunday nights. The Keepers shall take special care to see that media representatives are treated courteously and helpfully.

The Keepers shall work in concert with the EBLs Marketing Committee to maximize the efforts to utilize the facility to its fullest potential. The Market Committee will work directly with the Keepers to accomplish this goal.

**Gift Shop.** The gift shop is maintained for the benefit of guests, to provide branded items that may provide some advertising or marketing benefit to the Island, and to increase income both for the Keepers and the Corporation.

1. The Keepers shall establish regular hours when the gift shop will be open to Island guests.
2. Recommendation is that the Gift Shop be opened immediately after breakfast each morning.
3. The Keepers shall handle these sales, keep track of inventory, and keep accurate records of receipts and submit appropriate reports as may be required. A Gift Shop Committee person will assist with inventory and ordering.
4. Loss conservation is a large concern to the Corporation. Keepers will share in the accountability of inventory.
5. All inventory and gift items shall be approved by the Gift Shop Committee.
6. Keepers are encouraged to offer suggestions related to items for sale.
7. Keepers shall report periodically to the Gift Shop Committee regarding items that are popular and items that do not sell.

## **The Visiting Public**

The Corporation has a commitment to make the Island available for public use that is implicit in the license agreement with the Coast Guard, the grant contract with the State of California, and a promise to

those who have supported the rehabilitation efforts. Without the income from the public use, the Corporation will not be able to maintain the Island for any kind of public use and probably would not be able to even maintain the facilities.

**The Keepers** represent East Brother Island and East Brother Light Station, Inc. The Corporation is operating a facility on Federal property that has been restored using taxpayers' money as well as the donated resources of hundreds of people. The Keepers are following a tradition of service and competence that goes back over a hundred years. When meeting the public, the Keepers must be well groomed, appropriately dressed, friendly, courteous, and knowledgeable about the Island and its history.

**Use Programs.** Current-use programs include dinner; bed and breakfast at a minimum of four evenings per week, with five rooms normally available; and day-use for any type of appropriate (not immoral or illegal) activity, i.e. weddings, celebrations, etc, for any number of persons for which transportation can be arranged. Visitor use fees are subject to the review and approval of the Corporation.

**Tours** shall be conducted for day use visitors and by special arrangement for groups.

**Visitation by Board Members** Each Board member and one guest (two people one room) is entitled to a minimum of one night's accommodations per annum. Visitation by Board Members is a means for the Corporation to monitor the quality of the operation. Comp nights for Board Members shall only be available on a space available basis unless otherwise agreed upon by the Keepers.

**Parking.** Guest parking is limited to the area east of the sign. East Brother Parking. Keepers should check with guests to be sure they are properly parked. The parking area north of the restaurant is reserved for patrons of the restaurant. It should only be used briefly for loading and unloading vehicles.

### **THE ISLAND:**

It is the Keepers' responsibility to see that the Island is free from all safety hazards, kept clean, well maintained, and safe from fire, severe weather related events and vandalism.

**Security of the Property:** The Keepers are responsible to see that a reliable and approved person is on the Island and in charge whenever any visitors are present. The Island may be left unattended overnight, but the Keepers are requested to advise the Corporation. Leave a phone message with the President or other designated person. Make sure that the buildings are protected from inclement weather and that all fire and life safety precautions are observed constantly.

**Aids to Navigation:** Ensure that the main light, cable crossing sign lights, dock lights, and fog signal are operating normally. Report any malfunctions (Cable Crossing lights are EBL's responsibility) to the Coast Guard (ask for Ann Grasso 510/437-5904) promptly by telephone or radio.

**Safety:** The Island shall be maintained free of all safety hazards. All safety hazards shall be corrected and/or reported immediately to the corporation.

**Operational Problems and Emergencies:** Report any operational problems promptly to the Corporation within 24 hours. Report or request assistance for any immediate emergency to the proper authorities, including the Richmond Fire Department, Richmond Police and/or the U.S. Coast Guard.

**Fire Safety:** All fire hazards or unsafe practices shall be corrected immediately and reported to the Corporation within 24 hours.

**Buildings & Grounds:** Shall be maintained in "ship shape" condition at all times.

**Storage:** Storage space is at a premium on the island. EBLS island supplies shall take priority in occupying storage space. Keeper shall not be permitted to utilize the tool room or other work areas, the pump house or wood shed for storage of personal property.

**Tools** on the Island are EBLS property. Tools on the Island are provided for the Keepers, Wickies, and contractors use in the process of maintaining the facilities. Tools shall not be left out in the weather or scattered about the Island after use. All tools used shall be returned to their proper storage area when tasks are completed.

**Use of Keeper's personal tools,** machinery, property, or any other item not supplied by the Corporation for use on the Island is prohibited without direct approval by the President or his/her appointee.

**Tool Room** shall be maintained in ship shape condition at all times.

**Maintenance:** The facility is 130 years old and requires regular and continuing maintenance and restoration work. The guests should be advised to expect that scaffolds, disruption of the grounds, carpentry, plumbing or other repairs are on-going and will be performed as required

**Deep Cleaning:** Twice annually the entire Inn shall be deep cleaned including carpets and comforters (comforters may require additional attention on a quarterly basis).

**Privacy.** The Keepers' quarters (the Cottage) are considered private and not open to the public with some very specific exceptions.

**Inspections** of the facility will be conducted on a regular basis. A committee of the Board of Directors will check for cleanliness in the Inn and Galley, grounds, out buildings and boat. The Keepers Quarters shall be made available for inspection and/or repair upon five days notice from the Board. Emergency access for repairs, etc. may be made at any time.

**The Cottage** is an important part of the overall restoration, and it will be necessary from time to time to conduct brief tours or to photograph in the quarters. This will be done only when scheduled in advance and with the Keepers' prior knowledge.

**Storage of personal property is permitted only in the Keeper's Quarters.** Other personal property shall be stored off-island, i.e. storage container, etc.

**Pets:** Pets of Keepers, guests and friends are not permitted on the Island unless by special permission of the Corporation. Guide and Service animals are exempted.

## **SANITATION:** (In progress)

**Monitoring and Maintenance** of the Island Septic System is the responsibility of the Keepers but is limited to their knowledge and ability to make repairs. Any lapse in performance of the septic system shall be reported to the corporation immediately for disposition.

**Gull Droppings** are a problem at certain times of the year. Gull proofing roof ridges and other areas to discourage birds from landing and making deposits on the roofs is recommended. Bird dropping shall be cleaned daily as needed. Nesting birds of any species shall not be disturbed so long as they are not nesting where their excrement would contaminate the drinking water or create health issues. Areas of particular concern are the yard furniture and tables the guests use. The watershed including the concrete catchment area shall be kept reasonably clean and shall be thoroughly washed down prior to the rainy season so that there is no coliform contamination of the potable water in the cistern.

## 4 - PERSONNEL POLICIES

**Performance Reviews** Will be conducted on a regular basis but not less than quarterly. The purpose of Performance Review is to:

- Provide constructive guidance and advice based on past experience in operating the Island.
- Correct discrepancies
- Provide feedback
- Maintain close communication between the Corporation and the Keepers.

**Grievances.** The grievances of any employee relating to assigned duties or compensation may be appealed to the Board of Directors at any regular meeting.

**Drugs.** East Brother Light Station, Inc., does not condone the illegal use of any drug, including alcohol on the Island. We will not serve any guest alcoholic beverages other than complimentary wines and aperitifs, although we will not prohibit them from bringing their own. No employee of East Brother Light Station, Inc., shall consume or use any substance that would impair his or her ability to perform required duties while any visitor is on the Island or being transported to or from the Island.

*No distilled spirits, wine or beer shall be brewed on the island. Violation of ABC License provisions.*

**Personal & Social Use of the Island.** The Keepers are welcome and encouraged to entertain friends in the quarters on the Island. The Keepers shall, however, be held personally accountable for the actions of their guests or invitees.

**Security of Personal Possessions.** The Keepers' quarters have been provided with locking doors where valuables can be stored. Areas for storage of Keepers personal items is extremely limited and Keepers are encouraged to store large items off island. The security of personal possessions is the Keepers' responsibility, just as it would be in a private home anywhere. The Keepers are under no obligation to provide any of their personal possessions to any guest for any purpose. The Corporation takes no responsibility for personal possessions.

**Use of Keeper's personal tools,** machinery, property, or any other item not supplied by the Corporation for use on the Island is prohibited without direct approval by the President or his/her appointee.

**Gratuities.** The Keepers shall not solicit gratuities in any manner, but those offered may be kept. All gratuities are counted as income for purposes of reporting to the IRS and shall be reported to the Corporation.

**Conservation of Property** Outdoor furniture, indoor furniture and appliances, tools, and any property of the Corporation shall be maintained so as not to cause premature damage or loss, nor to be in an unsafe condition.

**Yacht Harbor.** The Keepers shall respect the rules of the Yacht Harbor and maintain cordial relations with harbor management and personnel.

**Guest Dock.** The harbor's guest dock should only be used for loading and unloading guests and freight. Boats should be placed in their regular berths at other times. ***Purchasing supplies, planning, cooking, serving, and cleaning up for dinner, breakfast, and lunches.** The policies and procedures for purchasing supplies shall be set by and/or approved by the Board of Directors.*

**Internet.** Personal photos or comments regarding the East Brother Light Station are prohibited from being displayed on the internet, blogs and in publications without express permission from the President of the Board or his/her agent.

## **5 - THE CORPORATION**

### **Administration and Inspection**

Administrative and Inspection visits may be made periodically to the Island by the officers or members of the Board of Directors of the Corporation. The Keepers are obligated to provide boat transportation to and from the Island from time to time as reasonably scheduled. Corporation representatives designated by the Board shall be allowed to make overnight visits as guests without compensation to the Keepers up to ten times per year for quality control checks. Board members also may stay overnight in the "Board Room" in the Fog Signal Building.

### **Records and Reporting Requirements**

**Records:** Maintain accurate records of daily, weekly and monthly expenses including gift sales, gift inventory, and day use or other incidental income received. Maintain all records in accordance with the record systems in place. All records shall be maintained in an up-to-date manner daily and a backed up copy saved each day. One or more Board members or the EBLs accountant may have access to the records for accounting and support requirements at any reasonable time but no longer than three-day notice is required.

**Reporting Period.** The reporting period is monthly. The period begins with the first day of the month and ends with the last day of the month.

**Reporting:** At the end of each reporting period, the Keepers shall submit the following reports:

- Report of Cash Disbursement
- Report of gratuities
- Gift Sales, Inventory and Cash Receipts
- Reservations and Gift Certificates
- Other reports as requested by the Corporation

**Communication.** Maintain a reliable method of communication (availability) with the Corporation, vendors, and others who may have urgent business to conduct on the island or with the Keepers. Follow-up any urgent messages or messages from Corporation Board members within 24 hours.

**Outside Agency Contacts.** Refer all questions to and transmit all communication through the Corporation for agencies such as U. S. Coast Guard, State of California, insurance companies, etc. All business relating to East Brother Light Station, which does not directly involve the day-to-day operations of the use programs shall be referred to the Corporation.

RESPONSIBILITIES OF THE CORPORATION:

The **Corporation** shall have responsibility for the following:

**Policy.** The Corporation will set general policies for all activities, including type of uses and amount of visitor and user fees.

**Budget & Finances:** The Corporation has finite funds to operate the Island from year to year and it is necessary to conserve funds to be used only for the purpose of maintaining the facility. A budget is developed each year based on the best estimate of income for the coming year to the Corporation. It is incumbent upon the Keepers to respect that budget. Keepers are not authorized to expend funds in the amount of **\$250 or more of the corporate funds per month** without permission of the Board President or the approval of the Board at the monthly Board Meeting. If an immediate need or emergency arises, authorization from the Board President is required.

**Accounting.** The Corporation, with the assistance of a Certified Public Accountant, shall maintain books of account on the operation and shall file reports and tax returns as required by government agencies.

**Insurance.** The Corporation shall maintain insurance on the boats, the physical assets of the Corporation, and the operation as the Corporation sees fit, including, but not limited to:

- Fire insurance
- Boat insurance
- U.S. L & H insurance
- Worker's compensation insurance
- Comprehensive public liability insurance
- Health and Dental Insurance

**Employees – Definition of:**

**Keepers** are employees of the Corporation. Keepers shall abide by these and any other requirements as set forth by the Board or the President.

**Volunteers / Wickies.** Volunteer workers may continue to help with construction and maintenance at the Island; however, the maintenance work they do shall not be considered as a permanent obligation of the Corporation. If sufficient volunteer effort is not available, the maintenance shall become an operating expense of the Island.

Volunteers will assist, to the extent possible, in regular maintenance requirements on the Island that would otherwise be the responsibility of the Keepers.

Volunteers are to be treated with respect and appreciation and thanked when they leave. These persons are considered to be working at the invitation of the Corporation and are not to be *supervised* by the Keepers unless they so request, or unless problems of safety or damage to property or equipment require intervention in their activities. The Keepers may, however, recommend appropriate tasks to be accomplished by the Volunteers.

The Keepers shall provide transportation to the Island for regular or authorized volunteers as required.

It has been a tradition on the Island that the Keepers provide lunch for the volunteers on regularly scheduled work days.

A **work party** is conducted one or more times each month to maintain the facility. While the work parties make every effort not to bother guests, the work is an on-going part of the Island experience and shall be conducted as necessary.

**Restoration of the buildings**, grounds and equipment on East Brother Island is regularly required and when possible will be scheduled so as not to bother overnight guests. However, some projects can only be scheduled at certain times and/or are of uncertain duration and therefore shall be conducted as required.

## **COMPENSATION:**

**Source.** The only sources of funds for compensation of employees, including the Keepers, are nightly guest fees, day-use fees and gift sales relating to the public use of the Island.

**Keepers' Salary.** The Keepers shall receive monthly salaries calculated by the Corporation as a function of gross income and operating expenses.

- 60% of bed and breakfast income
- 50% of beer and wine sales
- 60% of day use/lunches
- 60% of service charges
- 50% of net profit from the gift shop
- 50% on net profit from romance packages
  
- Less: •100% of operating expenses
  - 60% of credit card processing charges
  - Portion of bookkeeping expenses due to “incorrect or incomplete reports”
  - 60% of cash variance

**Reimbursement.** *The Keepers shall be reimbursed BY THE CORPORATION for fuel that is expended for purposes other than the direct operation of the Island as a Bed and Breakfast.*

### **COST OF FUEL:**

1. *Trips to pick up volunteers, trades people & other required for corporate business. @ 2 gallons of current cost of fuel per trip. Keepers are responsible for record keeping and reporting number of trips to EBLs Accounting Staff*

### **SANITARY SYSTEM MAINTENANCE AND REPORTING**

1. *Weekly / Monthly testing and maintenance of the sanitary waste system (septic Tank) \$100 per month*

**Benefits.** In addition to salaries, the Keepers shall receive the following mandatory and discretionary benefits:

State Disability Insurance  
Workers Compensation Insurance  
Health and Dental Insurance (Kaiser Plan or equivalent)  
Use of quarters and use of boat for business purposes.

**Vacations and Leave.** The Keepers may take unpaid vacation, dates of which require approval by the Corporation.

**Special Events and Donations.** The income derived from *special events* conducted by the Board to raise funds shall not be utilized in calculating the Keepers' compensation.

**Other Employees.** Except for the reservations service, the compensation for employees other than the Keepers (i.e. cleaning personnel) shall be determined by the Keepers subject to the approval of the Corporation at the time any additional employees are hired. The cost of all salaries and benefits shall be an operational expense.

**Allocation of Compensation.** When two or more persons are salaried as Keepers, the compensation shall be allocated as the persons mutually agree.

**Rates.** The rates for all uses of the Island shall be set by the Corporation.

**Performance Reviews.** The Corporation will conduct formal performance reviews at approximately the end of the first three months of employment and then in 3 to 6-month intervals thereafter.

## **TERM, NOTICES, RESIGNATIONS, TERMINATIONS**

**Term.** The term of employment shall be periodic in four-month increments and shall automatically renew unless termination is noticed by either party. Employment is at will and may be terminated at any time, with or without cause, and with or without prior notice. It is anticipated and expected that Innkeepers will remain for at least two years unless their employment is terminated earlier as provided for herein.

**Notice of Resignation or Termination.** Notices by the employees or by the Corporation shall be made in writing and either transmitted by hand or mailed *certified* with return receipt requested. Keepers shall remain for a full four month employment period after notice is given unless replacement Keepers are employed and can be on duty at an earlier date.

**Resignation.** Keepers may resign during the initial two year period of employment only for hardship cause as determined by the Corporation after giving four months notice to the Corporation.

**Termination.** Keepers may be terminated for cause by the Corporation for the following:

1. **Endangering** the safety of persons or property through failure to follow legally required safety procedures or through gross negligence.
2. **Insubordination**—failure to follow the explicit, legally authorized instructions of the Corporation, or failure to treat the authority of the Corporation with respect.
3. **Illegal Acts.** Performing or condoning the performance of any illegal act.
4. **Personnel Manual.** Failure to conform to the procedures and policies contained in this manual.
5. **Other** good cause.



**Notice.** A notice of four months will be required for Keepers' termination except under extreme circumstances where continued employment could result in illegal acts, endangerment of life or property, or incapability to operate the Island in a manner to properly service outstanding commitments to visitors and guests.

**Close-out Procedures.** Whether through voluntary or involuntary termination, the following close out procedures shall be followed:

1. **Transition Training.** A minimum of seven days "on-the-job" training shall be provided to incoming Keepers. The schedule for training shall be arranged to fit a mutually agreed upon timeline.
2. **Cleaning.** The entire island facilities must be cleaned to the level at which they were found when the Keepers' employment began. All items on shelves in Kitchen and Pantry shall be removed and inventoried to determine whether they belong to the Corporation or shall be removed. All food supplies not purchased by the Corporation shall be removed from the island. The corporation may offer to buy some of the supplies but shall have no obligation to do so.
3. **Inspection and Inventory.** A joint inspection by a designated Board representative and the Keepers will be conducted at mutually agreeable time.
4. **Cleaning Supplies.** Basic cleaning supplies shall remain.
5. **Personal Items.** All personally owned items belonging to the Keepers shall be removed from the island.

**Privacy.** The Keepers' quarters (the Cottage) are considered private and not open to the public with some very specific exceptions:

**Inspection.** Officers of East Brother Light Station, Inc., will have the privilege of inspecting the quarters at any reasonable time after giving five days notice. Entry for emergency repairs may be made at any time..

**The Cottage** is an important part of the overall restoration, and it will be necessary from time to time to conduct brief tours or to photograph in the quarters. This will be done only when scheduled in advance and with the Keepers' prior knowledge.

THIS DOCUMENT IS SUBJECT TO CHANGE PERIODICALLY TO MEET THE CHANGING NEEDS OF THE CORPORATION. KEEPERS WILL BE NOTIFIED OF ANY CHANGES MADE.

East Brother Light Station, Inc.

## **APPENDIX**

The Appendix is intended to be a guideline for regular operation and maintenance of the Island.

### **Daily Duties:**

Review of buildings and grounds, including general maintenance and cleanliness of lighthouse parlor, dining room, guest rooms, bathrooms and kitchen; supply inventory, including firewood; propane fuel supply (minimum two FULL spare cylinders at all times); maintenance and operation of boats; maintenance and operation of all mechanical equipment; maintenance of all accessory buildings; and maintenance of grounds.

## **Boat**

- Primary Boat (Lucretia): Insure that:
- Visually inspect lifting hoist, sling and shackles on boat for safety and proper operation.
- All systems are operational.
- Fuel half full or more.
- All required safety equipment is on board and operational
- General condition safe and clean
- Shipshape and presentable to public and guests
- Passenger cushions dry and available. Stored in cuddy when not in use

## **Buildings and Grounds**

**Fire Safety:** Check that no papers or flammable materials are stored within three feet of wood burning stoves. Securely close doors while fires are burning in wood stoves.

**Interior Cleaning.** Clean the interior of the lighthouse and cottage on a daily basis, including washing dishes, vacuuming, dusting, making beds, and neatly arranging and organizing all personal and Corporation property. Particular attention to the cleanliness of the bathrooms and the galley.

The expectation of the corporation and the guests is that this is a first class facility and shall be maintained in that fashion.

## **Health & Cleanliness**

**Galley** The Galley shall be maintained in a high state of cleanliness at all times and at the ready for any Health Department Inspection at any time. Key points:

- Food storage and refrigeration shall meet **Health Department** food service temperature standards.
- Food preparation shall always be conducted in a manner that the food will not be contaminated by foreign contaminants **or spoilage.**
- Food shall not be left out when it should be refrigerated.
- Preparation surfaces shall be kept clean, and shall always be cleaned immediately after use or each meal.
- Food or other attractants to ants and vermin shall not be allowed to accumulate.
- Range and oven shall be cleaned regularly as necessary. Failure to clean will result in improper operation.
- **Range hood shall be inspected weekly and cleaned once monthly.**
- Refrigerators & Freezers shall be set a food service temperature standards, shall be immaculate inside and out at all times.
- **Waste and recyclables shall be removed from the galley and passage way daily.**
- Pantries shall be tidy at all times.
- **Flammable materials shall not be stored in the water heating room at any time.**
- Galley floors and hallways shall be mopped after each meal, or not less than daily.
- Guests and visitors shall not permitted in the galley unless it is in ship shape condition and inspires a sense of cleanliness to all.

#### Violation Details

### **16 01 HOT/COLD HOLDING- MAJOR**

Temperatures of Potentially Hazardous Foods shall be kept at or below 41F or at or above 140F at all times except during reasonable periods of preparation, handling or transportation.

#### Examples

- \* Phf found more than a few degrees (e.g., 5°F) into the DANGER ZONE.
- \* Hot or cold holding equipment found not working properly.
- \* Phf stored in display cases out of refrigerated zone and found to be at un-safe temperature.
- \* More phf left out at room temperature than can be processed or prepared at one time.
- \* Facility not monitoring hot or cold holding temperatures.

#### Correction Text

Keep hot food hot -- 135°F or more. Keep cold food cold -- 41°F or less. Use pre-chilled (41°F or less) ingredients. Provide adequate hot/cold storage equipment. PHF's requiring cooking must be adequately heated to thoroughly cook the food

### **16 02 HOT/COLD HOLDING-MINOR**

Temperatures of Potentially Hazardous Foods shall be kept at or below 41°F or at or above 140°F at all times except during reasonable periods of preparation, handling or transportation.

#### Examples

- \* Phf only a few degrees (e.g., less than 5°F) into the DANGER ZONE.

#### Correction Text

Keep hot food hot -- 135°F or more. Keep cold food cold -- 41°F or less. Use pre-chilled (41°F or less) ingredients. Provide adequate hot/cold storage equipment. PHF's requiring cooking must be adequately heated to thoroughly cook the food

### **16 03 COOKING/REHEATING - MAJOR**

Potentially Hazardous Foods that have been cooked and then refrigerated shall be reheated rapidly to a uniform temperature of 165°F or higher within 2 hours prior to being served or placed in a hot food storage unit.

#### Examples

- \* Meats found not being cooked to proper temperature.
- \* Leftovers not being cooked to proper temperature.
- \* Phf that have not been preheated are found in hot holding units and out of temperature.
- \* Facility not monitoring cooking/reheating temperatures.

#### Correction Text

Rapidly reheat PHFs to 165°F or above within two (2) hours. Steam tables, bain maries, or warmers may not be used for reheating

### **16 04 COOKING/REHEATING - MINOR**

Potentially Hazardous Foods that have been cooked and then refrigerated shall be reheated rapidly to a uniform temperature of 165°F or higher within 2 hours prior to being served or placed in a hot food storage unit.

#### Examples

\* Cooking/reheating temperatures found a few degrees too low.

#### Correction Text

Rapidly reheat PHFs to 165°F or above within two (2) hours. Steam tables, bain maries, or warmers may not be used for reheating

#### 16 05 COOLING - MAJOR

Potentially Hazardous Foods that require cooling shall be rapidly chilled to an internal temperature of 41°F or less within a specified time period.

#### Examples

\* Potentially Hazardous Foods left out to cool at room temperature overnight.

\* Placing a large container of a Potentially Hazardous Food into a walk-in refrigeration unit for cooling.

\* Cooling Potentially Hazardous Foods in containers at a depth greater than 4 inches without first using a rapid cool procedure to accelerate cooling.

#### Correction Text

Use approved methods to rapidly cool PHFs from 135°F to 41°F in required time, i.e., size reduction, uncovered shallow pans, ice bath with stirring. HACCP plans may require approval from the enforcement agency.

#### 16 06 COOLING - MINOR

Potentially Hazardous Foods that require cooling shall be rapidly chilled to an internal temperature of 41°F or less within a specified time period.

#### Examples

\* Food being improperly cooled (any quantity).

#### Correction Text

Use approved methods to rapidly cool PHFs from 135°F to 41°F in required time, i.e., size reduction, uncovered shallow pans, ice bath with stirring. HACCP plans may require approval from the enforcement agency.

#### 16 07 HANDWASHING - MAJOR

Food handlers must wash their hands and arms with warm water and single use soap, and dry their hands using single use towels or hot air blowers. All dispensers shall be kept supplied at all times when facility is open for business and when food preparation is in progress.

#### Examples

\* Empty soap or towel dispensers.

\* Missing/inoperative soap or towel dispensers.

\* Inoperative hot water.

\* Obstructed handsinks.

\* Areas lacking a handsink (e.g., bar, prep area).

\* Dirty cloth towel being used to dry hands.

\* Employees observed with dirty hands.

#### Correction Text

Employees must wash hands thoroughly after using the toilet, coughing, sneezing, eating, smoking, or otherwise contaminating their hands. Employees must wash hands between handling raw foods and ready-to-eat foods. Handwash facilities must be operable, accessible, and provided with approved soap and towels in dispensers.

## **16 08 HANDWASHING - MINOR**

Food handlers must wash their hands and arms with warm water and single use soap, and dry their hands using single use towels or hot air blowers. All dispensers shall be kept supplied at all times when facility is open for business and when food preparation is in progress.

### **Examples**

- \* Empty towel dispenser that is refilled immediately without direct request by inspector.
- \* Bar soap in use at employee-only handsink.
- \* Clean towel being used to dry hands.

### **Correction Text**

Employees must wash hands thoroughly after using the toilet, coughing, sneezing, eating, smoking, or otherwise contaminating their hands. Employees must wash hands between handling raw foods and ready-to-eat foods. Handwash facilities must be operable, accessible, and provided with approved soap and towels in dispensers.

## **16 09 DISEASE TRANSMISSION - MAJOR**

No person, who is:

- \* Infected with a disease in a communicable form that can be transmitted by foods,
- \* A carrier of organisms that cause such a disease, or
- \* Afflicted with a boil, an open wound, or an acute respiratory infection shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces with pathogenic organisms, or transmitting disease to other persons.

### **Examples**

- \* Facility involved in FBI and found with possible contributory violations.
- \* A boil is observed on a food worker's hand.
- \* An ill food worker is at work.
- \* A food handler with a bandage is observed without wearing gloves.

NOTE: All violations involving disease transmission are considered MAJOR.

### **Correction Text**

Food handlers with infections transmissible through foods (diarrhea, vomiting, or infected wounds) must not handle food, utensils, or food contact surfaces.

## **16 10 DISEASE TRANSMISSION - MINOR**

No person, who is:

- \* Infected with a disease in a communicable form that can be transmitted by foods,
- \* A carrier of organisms that cause such a disease, or
- \* Afflicted with a boil, an open wound, or an acute respiratory infection shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces with pathogenic organisms, or transmitting disease to other persons.

NOTE: All violations involving disease transmission are considered MAJOR.

### **Correction Text**

Food handlers with infections transmissible through foods (diarrhea, vomiting, or infected wounds) must not handle food, utensils, or food contact surfaces.

## **16 11 EMPLOYEE HABITS - MAJOR**

Employee shall not engage in any activity that is likely to result in contamination or adulteration of food, food contact-surfaces, or utensils.

Examples

- \* Employee smoking or chewing tobacco inside store.
- \* Employee observed not washing hands.
- \* Employee wearing dirty clothes or uniforms.
- \* Employee storing belongings on food contact surfaces.
- \* Employee eating while engaging in food preparation.
- \* Employee reusing single use gloves after removal.
- \* Employee not wearing hair restraint - in response to hair in food complaint.

Correction Text

Employees shall wear clean clothes and effectively restrain hair. Use of tobacco or eating in food preparation/ storage/dishwashing areas is prohibited. Employees must not commit any act that may contaminate food/food contact surfaces/utensils.

**16 12 EMPLOYEE HABITS - MINOR**

Employee shall not engage in any activity that is likely to result in contamination or adulteration of food, food contact-surfaces, or utensils.

Examples

- \* Employees storing personal items on dry goods boxes.
- \* Employees storing medicines in unapproved location.
- \* Employee not wearing hair restraint.
- \* Employee wearing slightly soiled garments.

Correction Text

Employees shall wear clean clothes and effectively restrain hair. Use of tobacco or eating in food preparation/ storage/dishwashing areas is prohibited. Employees must not commit any act that may contaminate food/food contact surfaces/utensils.

**16 13 PREPARATION/SERVICE - MAJOR**

All foods and beverages shall be prepared and served so as to be protected from all forms of contamination.

Examples

- \* Facility lacks prep sink.
- \* Facility using other sinks for food prep.
- \* Food thawing in mop sink or at room temperature.
- \* Food being prepped on floor.
- \* Phf out of refrigerator and not being diligently prepped.
- \* Food being prepped outside or in other unapproved location.
- \* Reserving unpackaged food from tables.
- \* Storing dirty containers or personal items in ice used for human consumption.

Correction Text

Store raw meats/poultry/seafood BELOW and away from ready-to-eat foods. Store unwashed produce separately from other raw foods. Clean and sanitize food contact surfaces and utensils after contact with raw meats, poultry, seafood, produce, or other PHFs. Use appropriate utensils whenever possible (tongs, scoops, plastic gloves) to minimize hand contact with foods. Prepare PHFs just before service whenever possible - avoid lengthy preparation or large batch preparation.

#### **16 14 PREPARATION/SERVICE - MINOR**

All foods and beverages shall be prepared and served so as to be protected from all forms of contamination.

Examples

- \* Scooping ice without using ice scoop.
- \* Storing clean containers in ice used for human consumption.

Correction Text

Store raw meats/poultry/seafood BELOW and away from ready-to-eat foods. Store unwashed produce separately from other raw foods. Clean and sanitize food contact surfaces and utensils after contact with raw meats, poultry, seafood, produce, or other PHFs. Use appropriate utensils whenever possible (tongs, scoops, plastic gloves) to minimize hand contact with foods. Prepare PHFs just before service whenever possible - avoid lengthy preparation or large batch preparation.

#### **16 15 STORAGE/DISPLAY - MAJOR**

All food shall be stored and displayed so as to be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other contamination.

Examples

- \* Large amount of food stored directly on floor.
- \* Food storage contributing to evident sanitation problem.
- \* Live shellfish tanks without separate approved treatment system.
- \* Food display subject to possible customer contamination (e.g., no sneeze-guards).
- \* Food stored below sewer lines or chemicals.
- \* Large amount of uncovered food inside refrigerator or freezer.

Correction Text

Cover food to protect from overhead contamination. Store foods and beverages at least 6 ft off floor. Store all bulk food in original container or in a food grade, washable container with a tight fitting lid. Label all food containers. Re-use of containers previously used for storage of toxic materials is prohibited. Clean the bulk containers routinely and before refilling. Clean the container lids and handles. Toilet rooms may not be used to store food, food contact items, or clean linens. Provide approved sneeze guard protection for self-service food displays. Properly store food dispensing utensils

#### **16 16 STORAGE/DISPLAY- MINOR**

All food shall be stored and displayed so as to be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other contamination.

Examples

- \* Small amount of food stored on floor with no evident sanitation problem.
- \* Small amount of uncovered food inside refrigerator or freezer.
- \* Reusing empty cans for storage.

Correction Text

Cover food to protect from overhead contamination. Store foods and beverages at least 6 ft off floor. Store all bulk food in original container or in a food grade, washable container with a tight fitting lid. Label all food containers. Re-use of containers previously used for storage of toxic materials is prohibited. Clean the bulk containers routinely and before refilling. Clean the container lids and handles.

Toilet rooms may not be used to store food, food contact items, or clean linens. Provide approved sneeze guard protection for self-service food displays. Properly store food dispensing utensils.

### **16 17 THAWING FOOD- MAJOR**

All frozen food shall be kept at a temperature that will keep the food in the frozen state until ready for processing or preparation. All frozen foods shall be thawed properly.

Examples

- \* Food thawing at room temperature, in stagnant water, or other improper method.
- \* Food thawing in mop sink or handsink.
- \* Food thawing and found in DANGER ZONE.

Correction Text

Maintain frozen food at a temperature that keeps it solidly frozen. Only foods that have been cooked or processed may be refrozen. Use proper thawing procedures, i.e., under 41°F refrigeration, during cooking, by microwave, or under running water at 75°F or less.

### **16 18 THAWING FOOD - MINOR**

All frozen food shall be kept at a temperature that will keep the food in the frozen state until ready for processing or preparation. All frozen foods shall be thawed properly.

Examples

- \* Small amount of food thawing improperly, but still below 41°F.

Correction Text

Maintain frozen food at a temperature that keeps it solidly frozen. Only foods that have been cooked or processed may be refrozen. Use proper thawing procedures, i.e., under 41°F refrigeration, during cooking, by microwave, or under running water at 75°F or less.

### **16 19 SOURCE/ADULTERATION - MAJOR**

All foods shall come from approved sources and shall be free from adulteration, spoilage, contamination, and shall be fully fit for human consumption.

Examples

- \* Food from illegal or unknown source.
- \* Shellfish found without tags.
- \* Food items contaminated with insects, dirt, etc.
- \* Foods containing unapproved additives.
- \* Swollen cans.

Correction Text

Use only foods obtained from approved sources. Foods may not be stored or prepared at home. Use of spoiled, contaminated, or unwholesome food is prohibited, i.e., moldy food, swollen cans, foods contaminated by insects or rodents.

### **6 20 SOURCE/ADULTERATION - MINOR**

All foods shall come from approved sources and shall be free from adulteration, spoilage, contamination, and shall be fully fit for human consumption.

Examples



\* Small amount from commercial source with missing label.

**Correction Text**

Use only foods obtained from approved sources. Foods may not be stored or prepared at home. Use of spoiled, contaminated, or unwholesome food is prohibited, i.e., moldy food, swollen cans, foods contaminated by insects or rodents.

**16 21 CROSS CONTAMINATION - MAJOR**

Unpackaged food that has been served to the public or returned from an eating area shall not be served again or used in the preparation of any other foods.

**Examples**

- \* Raw meat stored above or next to other items.
- \* Dirty cutting board or other food contact surfaces.
- \* Dirt wiping rags.
- \* Bloody aprons found away from meat handling area.

**Correction Text**

No unpackaged food which has been served may be re-served or used as an ingredient

**16 22 CROSS CONTAMINATION - MINOR**

Unpackaged food that has been served to the public or returned from an eating area shall not be served again or used in the preparation of any other foods.

**Correction Text**

No unpackaged food which has been served may be re-served or used as an ingredient

**16 23 SELF-SERVICE/LABELING - MAJOR**

All food shall be displayed so as to be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other contamination. All foods from unapproved sources shall contain documentation on ingredients, net weight, name and address of preparer, and date of preparation.

**Examples**

- \* Unlabeled or improperly labeled packaged items.
- \* Self-serve items or utensils not protected by sneeze-guards.
- \* Self-serve items or utensils exposed to customer contamination.

**Correction Text**

Modify self-serve areas to comply with health standards. Ensure proper labels on food sources.

**16 24 SELF-SERVICE/LABELING - MINOR**

All food shall be displayed so as to be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other contamination. All foods from unapproved sources shall contain documentation on ingredients, net weight, name and address of preparer, and date of preparation.

**Examples**

- \* Label missing net weight.
- \* Lever action self-serve beverage machines.
- \* A few self-serve utensils not stored properly.

**Correction Text**

Modify self-serve areas to comply with health standards. Ensure proper labels on food sources.

**16 25 RODENTS - MAJOR**

A food establishment shall at all times be maintained and operated so as to prevent entry and harborage of rodents.

**Examples**

- \* Droppings or rubmarks observed, particularly in food storage or preparation areas.
- \* Live or dead rodents observed (any number).
- \* Unsecured entryways and infestation noted.
- \* Rodent contaminated food items or utensils.

**Correction Text**

Use effective measures to control the entrance (rodent/insect proof construction) and harborage (sealing of holes, cracks & crevices) of rodents, flies, cockroaches, and other vermin.

**16 26 RODENTS - MINOR**

A food establishment shall at all times be maintained and operated so as to prevent entry and harborage of rodents.

**Examples**

- \* A few droppings in a confined area that is not used for food storage or preparation.
- \* Unsecured entryways and no obvious infestation.

**Correction Text**

Use effective measures to control the entrance (rodent/insect proof construction) and harborage (sealing of holes, cracks & crevices) of rodents, flies, cockroaches, and other vermin.

**16 27 INSECTS - MAJOR**

A food establishment shall at all times be maintained and operated so as to prevent entry and harborage of insects.

**Examples**

- \* Droppings or insects observed.
- \* Open doors or unscreened windows and flies observed inside.
- \* Insect contaminated food items or utensils.
- \* Fly strips or traps above food or utensil areas.

**Correction Text**

Use effective measures to control the entrance (rodent/insect proof construction) and harborage (sealing of holes, cracks & crevices) of rodents, flies, cockroaches, and other vermin.

**16 28 INSECTS - MINOR**

A food establishment shall at all times be maintained and operated so as to prevent entry and harborage of insects.

**Examples**

- \* Open doors or unscreened windows and no flies observed inside.
- \* Fly strips in other locations.

**Correction Text**

Use effective measures to control the entrance (rodent/insect proof construction) and harborage (sealing of holes, cracks & crevices) of rodents, flies, cockroaches, and other vermin.

### **16 29 ANIMAL/FOWL - MAJOR**

A food establishment shall at all times be maintained and operated so as to prevent the entry and harborage of animals, birds, and fowl. Exceptions are guide, signal, and service dogs.

Examples

- \* Live animals inside facility.
- \* Live fowl within 20' of food booths at a CFM.

Correction Text

Only specified animals are permitted in a food establishment.

### **16 30 ANIMAL/FOWL - MINOR**

A food establishment shall at all times be maintained and operated so as to prevent the entry and harborage of animals, birds, and fowl. Exceptions are guide, signal, and service dogs.

Examples

- \* Pets allowed into dining area.

Correction Text

Only specified animals are permitted in a food establishment.

### **16 31 FOOD STORAGE - MAJOR**

All food establishments that store contaminated or damaged food or beverage products must have a designated spoils area. This area must be kept clean, orderly, and free of insect and rodent infestation. Food stored in this area must be kept separate from uncontaminated foods and protected so as not to create a rodent or insect problem.

Examples

- \* Lack of storage space interfering with sanitation.
- \* Food stored outside or in restroom.
- \* Unsanitary storerooms.
- \* Food stored underneath sewage lines or chemicals.
- \* Food stored under leaking ceilings or pipes.

Correction Text

Store all damaged goods, returned foods, and unlabelled goods in a separate area.

### **16 32 FOOD STORAGE - MINOR**

All food establishments that store contaminated or damaged food or beverage products must have a designated spoils area. This area must be kept clean, orderly, and free of insect and rodent infestation. Food stored in this area must be kept separate from uncontaminated foods and protected so as not to create a rodent or insect problem.

Examples

- \* Small quantities of food stored in other unapproved areas not of immediate concern (e.g., hallways, offices, non-conforming storerooms).

Correction Text

Store all damaged goods, returned foods, and unlabelled goods in a separate area.

### **16 33 REFRIGERATION UNITS - MAJOR**

Refrigeration must be built, installed, and maintained so as to be clean and in good repair, and to be equivalent to approved applicable sanitation standards.

Examples

- \* Units unable to keep at/or below 41°F.
- \* Grossly unsanitary units.
- \* Severely deteriorated door gaskets.
- \* Other severe damage to unit.

Correction Text

Keep refrigeration units clean and in good repair.

### **16 34 REFRIGERATION UNITS - MINOR**

Refrigeration must be built, installed, and maintained so as to be clean and in good repair, and to be equivalent to approved applicable sanitation standards.

Examples

- \* Some areas of unit need cleaning.
- \* Deteriorated door gaskets.
- \* Dirty fan guards or shelving.
- \* Refrigerator few degrees too warm.
- \* Minor damage to unit.

Correction Text

Keep refrigeration units clean and in good repair.

### **16 35 THERMOMETER- MAJOR**

An accurate thermometer must be provided in each refrigeration unit and be readily visible. Thermometers should be located in the warmest part of the refrigerator. An accurate metal probe thermometer must also be provided for checking food temperatures.

Examples

- \* No thermometer and temperature violations found.
- \* Cooking meats, hot holding, or cooling foods and no thermometer on site.
- \* Inaccurate or dirty thermometer in use.

Correction Text

Provide accurate thermometers in refrigeration units, and a probe-type thermometer to monitor food temperatures.

### **16 36 THERMOMETER - MINOR**

An accurate thermometer must be provided in each refrigeration unit and be readily visible. Thermometers should be located in the warmest part of the refrigerator. An accurate metal probe thermometer must also be provided for checking food temperatures.

Examples

- \* No thermometer, but temperatures are okay (includes inside refer units).
- \* Thermometer is not graduated a maximum of 2°F.

#### Correction Text

Provide accurate thermometers in refrigeration units, and a probe-type thermometer to monitor food temperatures.

### **16 37 HAZARDOUS MATERIALS - MAJOR**

Improper/Potentially Hazardous Chemical Storage/ Use/ Labeling. No insecticide, rodenticide, or other poisonous substances shall be stored in any food preparation area, except in a separate enclosure for that purpose. All such poisonous substances shall be properly labeled as to contents and usage, stored in their original container, and be specifically approved for use in a food facility. None of these shall be used or stored in any manner that may cause contamination of food, food contact surfaces, or utensils.

#### Examples

- \* Unapproved pesticides in use.
- \* Chemicals stored above or near food, utensils, prep areas, etc.
- \* CO2 tanks not secured. (Notify CalOSHA if not corrected).
- \* Chemicals not in original containers.

#### Correction Text

Always store toxic materials in an area separate from and BELOW any food, utensils, food equipment, or food contact surfaces. Store pesticides away from food. Read pesticide labels before use. Use only those pesticides approved for use in food facilities. Keep toxic materials in the original container. Label all spray cleaning bottles.

### **16 38 HAZARDOUS MATERIALS - MINOR**

No insecticide, rodenticide, or other poisonous substances shall be stored in any food preparation area, except in a separate enclosure for that purpose. All such poisonous substances shall be properly labeled as to contents and usage, stored in their original container, and be specifically approved for use in a food facility. None of these shall be used or stored in any manner that may cause contamination of food, food contact surfaces, or utensils.

#### Examples

- \* Chemicals not stored in separate location, but not posing an immediate problem.

#### Correction Text

Always store toxic materials in an area separate from and BELOW any food, utensils, food equipment, or food contact surfaces. Store pesticides away from food. Read pesticide labels before use. Use only those pesticides approved for use in food facilities. Keep toxic materials in the original container. Label all spray cleaning bottles.

### **16 39 WASH/SANIT - MAJOR**

All food establishments shall be provided with appropriate washing and sanitizing equipment, which shall be properly used to clean and sanitize equipment and utensils.

#### Examples

- \* No 3-compartment utensil sink on site.
- \* No sanitizer test strips and inadequate sanitizer found.
- \* No sanitizer being used.
- \* Utensils being washed improperly or infrequently.
- \* Dishes being dried with towel.
- \* Inadequate sanitizer soak.
- \* Inadequate sanitizer levels.
- \* Improper water temperatures.

#### Correction Text

Use approved dish/utensil washing methods -wash, rinse, sanitize, and air dry. Provide appropriate sanitizing rinse at proper temperature and concentration. Maintain accurate dishwasher temperature and pressure gauges. Provide test kit(s) for type of sanitizing solution used.

#### **16 40 WASH/SANIT - MINOR**

All food establishments shall be provided with appropriate washing and sanitizing equipment, which shall be properly used to clean and sanitize equipment and utensils.

#### Examples

- \* No sanitizer test strips but sanitizer okay.

#### Correction Text

Use approved dish/utensil washing methods -wash, rinse, sanitize, and air dry. Provide appropriate sanitizing rinse at proper temperature and concentration. Maintain accurate dishwasher temperature and pressure gauges. Provide test kit(s) for type of sanitizing solution used.

#### **16 41 EQUIPMENT CONDITION - MAJOR**

All equipment shall be designed and constructed with safe materials that will impart neither color nor taste, nor contribute to contamination of food. Equipment shall be constructed and maintained to be smooth, non-absorbent, and easily cleanable. All equipment shall meet or be equivalent to applicable sanitation standards.

#### Examples

- \* Non-NSF equipment being used for food contact.
- \* Non-NSF equipment causing food handling or sanitation problem.
- \* Deteriorated equipment, particularly food contact or splash surfaces.
- \* Equipment causing sanitation problem (e.g., no legs, harborage, deteriorated, etc.).

#### Correction Text

Equipment must be kept clean, operable, and in good repair. All new or replacement equipment shall meet or be equivalent to approved sanitation standards.

#### **16 42 EQUIPMENT CONDITION - MINOR**

All equipment shall be designed and constructed with safe materials that will impart neither color nor taste, nor contribute to contamination of food. Equipment shall be constructed and maintained to be smooth, non-absorbent, and easily cleanable. All equipment shall meet or be equivalent to applicable sanitation standards.

#### Examples

- \* Non-NSF equipment being used, but not food contact or causing other im-mediate problems.
- \* Somewhat deteriorated equipment, but not food contact or splash surfaces.
- \* Equipment lacks legs, but sanitation okay at present.
- \* Dirty soda machine heads (unless excessive mold found).

#### Correction Text

Equipment must be kept clean, operable, and in good repair. All new or replacement equipment shall meet or be equivalent to approved sanitation standards.

#### **16 43 UTENSIL CONDITION - MAJOR**

All utensils shall be designed, cleaned, maintained, and stored so as to minimize contamination.

## Examples

- \* Non-NSF utensils being used.
- \* Deteriorated utensils.

## Correction Text

All utensils and containers must be made of food-grade materials, kept clean, and in good condition. Containers and utensils used for food storage, display, or service MAY NOT be made of toxic materials, i.e., lead pottery, pewter, brass, enamelware, or trash bags.

## 16 44 UTENSIL CONDITION - MINOR

All utensils shall be designed, cleaned, maintained, and stored so as to minimize contamination.

## Examples

- \* Somewhat deteriorated, but not food contact or splash area.

## Correction Text

All utensils and containers must be made of food-grade materials, kept clean, and in good condition. Containers and utensils used for food storage, display, or service MAY NOT be made of toxic materials, i.e., lead pottery, pewter, brass, enamelware, or trash bags.

## 16 45 UTENSIL/EQUIPMENT STORAGE - MAJOR

This category is used to record violations that involve utensils and equipment storage facilities, such as equipment, materials, construction and installation. Violations that involve maintenance of these facilities are also recorded here. Sufficient and suitable space shall be provided for the storage of utensils and equipment.

## Examples

- \* Lack of storage space interfering with sanitation.
- \* Utensils stored outside store or in restroom.
- \* Unsanitary storerooms.
- \* Utensils stored underneath sewage lines or chemicals.
- \* Utensils stored under leaking ceilings or pipes.
- \* Dipper well in use but not turned on.
- \* Serving utensils stored in stagnant water.
- \* Utensils stored in dirty container or holder.
- \* Self-serve utensils exposed to customer contamination (e.g., not stored handles up, no sneeze-guard).

## Correction Text

Maintain clean, adequate, and suitable space for storage of utensils and equipment.

## 16 46 UTENSIL/EQUIPMENT STORAGE - MINOR

This category is used to record violations that involve utensils and equipment storage facilities, such as equipment, materials, construction and installation. Violations that involve maintenance of these facilities are also recorded here. Sufficient and suitable space shall be provided for the storage of utensils and equipment.

## Examples

- \* Small amount of utensil boxes on clean floor.

## Correction Text

Maintain clean, adequate, and suitable space for storage of utensils and equipment.

#### **16 47 WATER SUPPLY - MAJOR**

An adequate, protected, pressurized, potable supply of hot water, at least 120°F, and cold water shall be provided from an approved water system.

Examples

- \* Positive coliform result on small public water system.
- \* Unapproved water source in use.
- \* No hot water.

Correction Text

Provide an adequate supply of hot (minimum 120°F) and cold running water under pressure from an approved source with mixing faucet..

#### **16 48 WATER SUPPLY - MINOR**

An adequate, protected, pressurized, potable supply of hot water, at least 120°F, and cold water shall be provided from an approved water system.

Examples

- \* Leaking water plumbing (water but not sewage).

Correction Text

Provide an adequate supply of hot (minimum 120°F) and cold running water under pressure from an approved source with mixing faucet..

#### **16 49 CROSS CONNECTION - MAJOR**

There shall be no cross-connections between the potable water supply and any non-potable or questionable water supply, nor any source of pollution through which the potable water supply might become contaminated.

Examples

- \* Directly connected prep sinks, utensil sinks, ice bins, condensers, dipper wells, ice machines, etc.
- \* Threaded faucets without antisiphon device and used with hose.
- \* Submerged inlets.

Correction Text

Provide indirect waste connections as required. Install and maintain plumbing to prevent cross-connection, back-siphonage, or backflow.

#### **16 50 CROSS CONNECTION - MINOR**

There shall be no cross-connections between the potable water supply and any non-potable or questionable water supply, nor any source of pollution through which the potable water supply might become contaminated.

Examples

- \* Pipes below rim of floorsink (e.g., no air gap).
- \* Threaded faucets without anti-siphon device but not used with hose.
- \* Leaky AVB device.

Correction Text



Provide indirect waste connections as required. Install and maintain plumbing to prevent cross-connection, back-siphonage, or backflow.

#### **16 51 LIQUID WASTE - MAJOR**

Liquid waste discharge from conduits/receptacles/equipment such as floor sinks and drains, funnel drains and similar devices must discharge into the public sewer system or approved private sewage disposal system. Where evaporators are appropriate and used they must be kept clean and operational.

Examples

- \* Uncovered grease trap.
- \* Sewage discharge inside or outside facility.
- \* Dumpster leakage; dumpster leakage toward stormdrain.
- \* Mop water dumped outside.
- \* Mop water dumped into prep sink, handsink, or utensil sink.

Correction Text

Dispose of liquid waste through an approved and properly functioning sewerage system.

#### **16 52 LIQUID WASTE - MINOR**

Liquid waste discharge from conduits/receptacles/equipment such as floor sinks and drains, funnel drains and similar devices must discharge into the public sewer system or approved private sewage disposal system. Where evaporators are appropriate and used they must be kept clean and operational.

Examples

- \* Minor leakage from dumpster.

Correction Text

Dispose of liquid waste through an approved and properly functioning sewerage system.

#### **16 53 REFUSE/GARBAGE - MAJOR**

Interior and exterior garbage and rubbish storage areas shall be constructed so as to be easily cleanable.

Examples

- \* Dumpster area a mess.
- \* Items in dumpster not bagged.
- \* Flies or other vermin noted.
- \* Dumpster not being kept closed and flies noted.
- \* Dumpster open and flies or odor observed.

Correction Text

Provide adequate leakproof, vermin-proof, covered containers. Discard food waste in leakproof, tied bags. Keep garbage containers/storage areas clean.

#### **16 54 REFUSE/GARBAGE - MINOR**

Interior and exterior garbage and rubbish storage areas shall be constructed so as to be easily cleanable.

Examples

- \* Some items in dumpster not properly bagged.
- \* Dumpster lid not kept closed, but no flies.
- \* Minor litter accumulation around dumpster area.

Correction Text

Provide adequate leakproof, vermin-proof, covered containers. Discard food waste in leakproof, tied bags. Keep garbage containers/storage areas clean.

### **16 55 PREMISES- MAJOR**

The premises of a food establishment must be kept free of litter and rubbish; this includes the buildings and the grounds.

Examples

- \* Severe accumulation of junk, cast-offs, or inoperative equipment.
- \* Junk or cast-offs causing sanitation problem.

Correction Text

Maintain premises of food establishment clean, and free of litter and rubbish.

### **16 56 PREMISES - MINOR**

The premises of a food establishment must be kept free of litter and rubbish; this includes the buildings and the grounds.

Examples

- \* Some junk, cast-offs, or inoperative equipment.

Correction Text

Maintain premises of food establishment clean, and free of litter and rubbish.

### **16 57 VENTILATION - MAJOR**

Ventilation shall be provided to remove gasses, odor, steam, heat, grease, vapors, or smoke from the food establishment.

Examples

- \* Inoperative hood system.
- \* Hood system allowing significant grease, heat, or vapor escape.
- \* Cooking equipment not placed under approved hood system.
- \* Disconnected or missing fire suppression system.
- \* Dirty hood filters.
- \* Missing hood filters.
- \* Cooking equipment not under hood system.
- \* Lack of proper hood overhang.

Correction Text

Provide and maintain ventilation systems.

### **16 58 VENTILATION - MINOR**

Ventilation shall be provided to remove gasses, odor, steam, heat, grease, vapors, or smoke from the food establishment.

Examples

- \* Inoperative restroom fan.
- \* Restroom lacking fan or screened window.
- \* Minor hood overhang problem.
- \* Minor grease accumulation on hood.
- \* Make-up air and hood system not on interlocked switch.

**Correction Text**

Provide and maintain ventilation systems.

**16 59 FLOORS - MAJOR**

Flooring shall be smooth, nonabsorbent, of durable construction, and easily cleanable in all food preparation, packaging, utensil washing, janitorial, and restroom area.

**Examples**

- \* Deteriorated floors, particularly if causing sanitation problem.
- \* Dirty floors over an extensive area.
- \* Carpet being used.

**Correction Text**

Floors, walls, ceilings must be constructed of approved materials and kept in good repair. Floors, walls, ceilings must be kept clean.

**16 60 FLOORS - MINOR**

Flooring shall be smooth, nonabsorbent, of durable construction, and easily cleanable in all food preparation, packaging, utensil washing, janitorial, and restroom area.

**Examples**

- \* Non-complying floors showing some wear.
- \* Some areas of floor dirty or poorly maintained.

**Correction Text**

Floors, walls, ceilings must be constructed of approved materials and kept in good repair. Floors, walls, ceilings must be kept clean.

**16 61 WALLS/CEILINGS - MAJOR**

Walls and ceilings where food is prepared shall be durable, smooth, nonabsorbent, and light-colored.

**Examples**

- \* Deteriorated or non-conforming finishes over extensive area.
- \* Dirty walls or ceilings over significant area.
- \* Roof leak into food/utensil areas.

**Correction Text**

Floors, walls, ceilings must be constructed of approved materials and kept in good repair. Floors, walls, ceilings must be kept clean.

**16 62 WALLS/CEILINGS - MINOR**

Walls and ceilings where food is prepared shall be durable, smooth, nonabsorbent, and light-colored.

**Examples**

- \* Small area non-conforming or poorly maintained.

**Correction Text**

Floors, walls, ceilings must be constructed of approved materials and kept in good repair. Floors, walls, ceilings must be kept clean.

### **16 63 JANITORIAL FACILITY - MAJOR**

All food facilities shall be equipped with a janitorial facility to be used for general cleaning purposes.  
Examples

- \* Facility lacks mop sink.
- \* Cleaning equipment stored near food or utensils.

#### **Correction Text**

Maintain a room or space separate from food preparation areas for the storage of janitorial supplies, i.e., mops, detergents, cleansers. Mop bucket waste must be disposed of in an approved janitor's sink or as otherwise approved.

### **16 64 JANITORIAL FACILITY - MINOR**

All food facilities shall be equipped with a janitorial facility to be used for general cleaning purposes.  
Examples

- \* Mop sink inoperative.
- \* Cleaning equipment stored improperly.

#### **Correction Text**

Maintain a room or space separate from food preparation areas for the storage of janitorial supplies, i.e., mops, detergents, cleansers. Mop bucket waste must be disposed of in an approved janitor's sink or as otherwise approved.

### **16 65 LIGHTING - MAJOR**

Every room and area in which any food is prepared or packaged, or utensils are washed, shall have sufficient lighting of not less than 215 LUX (20 foot candles).  
Examples

- \* Lack of lighting causing sanitation problem.

#### **Correction Text**

Provide adequate light intensity. Provide shatterproof lights/covers as required.

### **16 66 LIGHTING - MINOR**

Every room and area in which any food is prepared or packaged, or utensils are washed, shall have sufficient lighting of not less than 215 LUX (20 foot candles).  
Examples

- \* Inadequate light, but no immediate sanitation problem.
- \* Missing shatter-proof covers.

#### **Correction Text**

Provide adequate light intensity. Provide shatterproof lights/covers as required.

### **16 67 LAVATORIES - MAJOR**

Handwashing facilities shall be provided within or adjacent to toilet rooms.

Examples

- \* Empty soap or towel dispensers.
- \* Missing or inoperative dispensers.
- \* Inoperative hot and/or cold water.
- \* Obstructed handsinks.

Correction Text

Maintain handsinks that are accessible, properly functioning, and in good repair. Provide hot/cold running water under pressure.

#### **16 68 LAVATORIES - MINOR**

Handwashing facilities shall be provided within or adjacent to toilet rooms.

Examples

- \* Empty towel dispenser that is refilled immediately without request by in-spector.
- \* Low water pressure.

Correction Text

Maintain handsinks that are accessible, properly functioning, and in good repair. Provide hot/cold running water under pressure.

#### **16 69 TOILETS - MAJOR**

Clean toilet facilities, in good repair, shall be provided for employees and or patrons.

Examples

- \* Toilet facilities inoperative.
- \* Toilet facilities poorly maintained.

Correction Text

Provide self-closing devices on restroom doors. Maintain toilets clean and in good repair. Provide toilet paper in an approved dispenser.

#### **16 70 TOILETS - MINOR**

Clean toilet facilities, in good repair, shall be provided for employees and or patrons.

Examples

- \* Door lacks self-closer.
- \* Missing toilet paper dispenser.

Correction Text

Provide self-closing devices on restroom doors. Maintain toilets clean and in good repair. Provide toilet paper in an approved dispenser.

#### **16 71 DRESSING ROOMS - MAJOR**

A room designed for employees to change and store clothes or personal effects shall be provided in each food establishment.

Examples

\* Employees have no place for belongings, and problems noted.

Correction Text

Provide separate enclosure or area for the storage of employee clothing and personal items.

**16 72 DRESSING ROOMS - MINOR**

A room designed for employees to change and store clothes or personal effects shall be provided in each food establishment.

Examples

\* Employees have no place for belongings, but no problem noted.

Correction Text

Provide separate enclosure or area for the storage of employee clothing and personal items.

**16 73 CLOTHING/LINEN - MAJOR**

Soiled table linens and work apparel shall be kept in designated containers. Table linens or work apparel shall not be used as cleaning cloths. Clean cloths or paper towels shall be used for cleaning purposes.

Examples

- \* Employees with dirty clothes or uniforms.
- \* Dirty linens stored improperly.
- \* Wiping rags not being kept in clean sanitizer solution.
- \* Clean linens stored in restroom or outside.

Correction Text

Provide segregated storage areas for clean and soiled linen and uniforms.

**16 74 CLOTHING/LINEN - MINOR**

Soiled table linens and work apparel shall be kept in designated containers. Table linens or work apparel shall not be used as cleaning cloths. Clean cloths or paper towels shall be used for cleaning purposes.

Examples

- \* Clean linens stored in unapproved location (other than outside or restroom).

Correction Text

Provide segregated storage areas for clean and soiled linen and uniforms.

**16 75 LIVING QUARTERS - MAJOR**

Food service operations shall be separated from any living or sleeping quarters by complete partitioning without any doors or openings between the living area and the food establishment.

Examples

- \* Living quarters open into facility.
- \* People living inside store.

Correction Text

Living or sleeping quarters must be completely separated from the food establishment.

**16 76 LIVING QUARTERS - MINOR**

Food service operations shall be separated from any living or sleeping quarters by complete partitioning without any doors or openings between the living area and the food establishment.

Examples

- \* Playpen in office.

Correction Text

Living or sleeping quarters must be completely separated from the food establishment.

**16 77 SIGN/PERMITS - MAJOR**

Signs and permits shall be posted in a conspicuous location as required.

Examples

- \* No permit.
- \* Handwashing signs not posted in restrooms.
- \* Choking first aid sign not posted.
- \* Remodel work occurring without Plan Check approval.

Correction Text

Post all required signs and permits. Provide proof that at least one employee has the required Food Safety Certification.

**16 78 SIGN/PERMITS - MINOR**

Signs and permits shall be posted in a conspicuous location as required.

Examples

- \* Has permit but not posted conspicuously.
- \* OIR availability sign not posted.
- \* No smoking signs not posted.
- \* Last inspection report not available on site.

Correction Text

Post all required signs and permits.

**16 79 FOOD SERVICE CERTIFICATION - MAJOR**

Signs and permits shall be posted in a conspicuous location as required.

Examples

- \* Has no food safety certification.

Correction Text

Post all required signs and permits. Provide proof that at least one employee has the required Food Safety Certification.

**16 80 FOOD SERVICE CERTIFICATION - MINOR**

Signs and permits shall be posted in a conspicuous location as required.

Examples

- \* Recently expired certification.

Correction Text

Post all required signs and permits.

### **16 81 TRANSPORTATION - MAJOR**

Delivery vehicles must maintain food safety standards with regards to temperature and cleanliness.

Examples

- \* Deliveries of phf by unrefrigerated truck.
- \* Facility not checking delivery temperatures of phf.
- \* Delivery truck unsanitary.
- \* Food on truck exposed to possible cross-contamination.

Correction Text

Clean and repair food delivery vehicles including re Fridgeration units as appropriate.

### **16 82 TRANSPORTATION - MINOR**

Delivery vehicles must maintain food safety standards with regards to temperature and cleanliness.

Examples

- \* Somewhat unsanitary delivery vehicle.

Correction Text

Clean and repair food delivery vehicles including re Fridgeration units as appropriate.

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Contra Costa County home page

Contra Costa County, California, USA

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**Grounds.** Pick up any refuse in the yards, ramp and wharf. Maintain grass and plants in keeping with light house tradition

**Flags.** Raise and lower flags.

**Trash.** Place all trash in covered cans with plastic liners or in plastic bags. Remove trash and garbage from island daily.

**Recycling.** Recycle all glass, aluminum and plastic

## **Water Systems**

### **Fresh Water**

- Water is a finite source and as such must be conserved during the dry summer period that can be 8-months long.
- Operate and maintain the island desalination equipment to augment annual rainfall.
- Replace fresh water filters as needed but not less than monthly.
- Maintain purification system as needed.
- Keep fresh water tank 75% full for fire protection. Transfer water from cistern to tank as required.
- Monitor cistern collection system during rainy season to assure that is full at end of rainy season.
- Adjust cistern bungs as necessary to fill
- Remove all dirt and refuse that collects in the watershed during the collection season.

### **Saltwater System.**

- Check saltwater system for proper operation daily
- Pump(s) operational and maintains proper pressure
- Intake pipe clear. and holding tank clear and unobstructed

**Sewage Treatment System** (to be developed)

**Communications.** Keep marine radio, telephone and satellite link operational

**Appliances and Engines.** Keep operational, including diesels and propane powered generators and compressors.

**Aids to Navigation:** Ensure that the main light, cable crossing sign lights, dock lights, and fog signal are operating normally. Report any malfunctions (Cable Crossing lights are EBL's responsibility) to the Coast Guard (ask for Ann Grasso 510/437-5904) promptly by telephone or radio

**Linens** All linens, sheets pillow cases, towels, table cloths, etc., shall be inspected after each use and replaced as indicated. Only high quality linens in keeping with the quality of the bed and breakfast operation shall be used. Board input and/or assistance is **required**.

**Comforters & Pillows** Comforters shall be cleaned as necessary but in no case shall they be used for fifty days or more with out cleaning. Pillows shall be replaced as necessary. Pay particular attention to blood stains.

**Laundering** may be conducted with home facilities so long as sterilizing agents such as very hot water and chlorine type products are used. Commercial laundry is also an option. Linen service such as "Mission Linen Supply" may also be used.

**Firewood.** Restocking firewood is the responsibility of the Keepers.

**Outdoor Furniture** Outdoor furniture shall be maintained for the benefit of Island guests. Outdoor furniture shall be protected from the elements when not in use. Outdoor furniture shall be maintained in a clean and sanitary condition free from bird droppings and the like

### **Weekly Duties**

#### **Primary Boat (Lucretia):**

- Check engine oil
- Visually check engines for damage
- Inspect cables, hoses, and fittings for wear, chafing, tightness
- Inspect lifting sling for wear / check sling shackles for pin tightness
- Visually inspect hoist mast, boom, trolleys and hoists for wear or damage
- Ensure proper operation of the bilge pump

#### **Fire Systems.**

- Operate Fire pump. Check fuel and oil levels, battery condition, starting readiness (ease of starting on first try), flow (or circulate) water, exercising all valves, and check that propane fuel tank is FULL before and after use.
- Check fire hose boxes for condition of hose, nozzle attached and exercised, and spanner wrench available.

#### **Machinery**

- Check each engine for proper fluid levels before and after operation
- Check batteries and charging system to ensure full charge
- Visually inspect all hoses, wires, and connections for potential failure
- Maintain required fluid levels.
- Run all diesel and gasoline engines

#### **Fog Signal Building**

- Clean the Fog Signal Building.
- Clean windows inside and out as necessary
- Remove all trash from the Island as necessary and always on Monday closing.

#### **• Grounds**

- Mow grass, pull weeds. keep flower beds irrigated, cultivated, and free of weeds and debris. \*Volunteers will do as much of this as can be done once monthly. It is the responsibility of the Keepers to maintain at other times in a tidy condition.

### **Monthly Duties**

**Review.** Once monthly, one or more Board members designated by the President shall conduct a walk through inspection of the facilities and meet with the Keepers to review procedures affecting the safety, liability, and operation of the island. The designated Board members shall provide an assessment of any or all of the operations toward the following objectives :

- Providing a safe, satisfying and quality experience for the public.
- Maintenance, cleanliness and historic preservation of the island
- Review of Keeper performance with respect to safety, guest welcome, orientation and satisfaction, and review of guest critiques.
- Review of safety requirements and operations
- Test the smoke alarms and log results.

- Check all fire extinguishers and log results
- Review of menus, beverages, presentation, and guest experience and value
- Review of buildings and grounds, including general maintenance and cleanliness of lighthouse parlor, dining room, guest rooms, bathrooms and kitchen; supply inventory, including firewood; propane fuel supply (minimum two FULL spare cylinders at all times); maintenance and operation of boats; maintenance and operation of all mechanical equipment; maintenance of all accessory buildings; and maintenance of grounds.

**Fresh Water System.** Replace fresh water filter on Wickie Day (Volunteers can do this).

**Sewage System** (to be developed)

### **Quarterly Duties**

**Service Boat Engines** Provide regular and preventive maintenance inspection and service to Lucretia, including regular engine maintenance

**Linens.** Review condition of linens and replace as necessary. Consult with EBLs Board liaison regarding quantity and quality of linen products.

**Spreads and Shams.** Launder or dry clean bed spreads and pillow shams after approximately 50 nights use.

**Water.** Visually inspect both fresh and salt water systems, including plumbing, pumps, valves, tanks, and filters. Pull saltwater intake foot valve - clean and replace.

**Hoist.** Inspect pier lifting hoist for safety and proper operation, including electrical wiring, switch box and cable. Grease lift chain.

**Preventive Maintenance.** Perform periodic preventive maintenance on machinery, including running all engines, checking each for proper fluid levels before and after operation, checking battery and charging systems for full charge, and visually inspecting all hoses, wires, and connections for potential failure, and maintaining proper fluid and fuel levels.

**Fire Systems,** Conduct live practice of fire system including training and participation of frequent volunteers when possible.

### **Semi-Annual Duties**

**Smoke Detectors.** Change smoke detector batteries at daylight savings time changes spring and fall.

**Cleaning.** "Deep Clean" buildings.

### **Annually:**

**Boats.** Haul and bottom paint boats by volunteers or professional service.

**Fire Extinguishers.** Service fire extinguishers using a professional service.

**Fireplaces and Stoves.** Have wood burning fireplace flues/chimneys cleaned and inspected using a professional service.