

Restaurant Excellence Visit Guidebook

North America

July 2025 Quarter 3



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Overview

The Restaurant Excellence Visit (REV) is an objective look at our restaurants by a third party. The REV will be performed by a Specialist from our partner Steritech and will occur quarterly to ensure restaurants are following Subway® standards. As our number one goal is to provide an excellence guest experience with every guest every time, the REV will focus on four key parts of our business:

- Food Safety
- Food Quality
- Guest Experience
- Cleanliness and Maintenance

This *Guidebook* provides guidance for franchisees, field operations teams and REV Specialists on how to evaluate Subway® standards. During the REV, Specialists will review the notes and risk level for each item to evaluate and will mark opportunities as observed in restaurants. If an opportunity is observed during REV that is not specifically referenced in this Guidebook, the Operations Manual will serve as the tipping point in determining if the observation was assessed correctly.

For additional information on the standards outlined in this *Guidebook*, refer to the *Operations*Manual.

This Guidebook also includes hyperlinks and QR codes to Operations Manual references as well as website for replacement parts.

Supporting Links





Scan to access REV resources on The Feed.



REV Scoring System

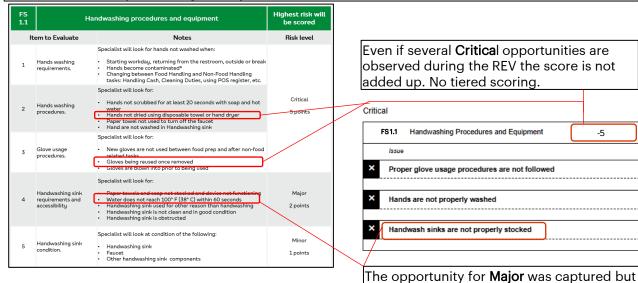
The scoring methodology for REV has been updated to reflect the changing needs of our restaurants. The score will be based on the risk observed during the REV. The scoring has been divided in three (3) risk levels, each with a point association:

- Critical 5 points
- · Major 2 points
- Minor 1 point

Letter grade	Number of risks observed by Specialist
A	100-90
В	89-80
С	79-70
D	69-60
F	59 and under

When reviewing the Guidebook, you will see that some line items have several risk levels associated with them. In this instance, only the highest risk level observed will affect the score. All the opportunities observed will be captured in the Leave Behind Report, but the highest risk will determine the score. See examples below:

Example 1: During the REV, the Specialist captured 3 observations in FS 1.1, two of them were **Critical** and one was a **Major**. They were all captured in the Leave Behind Report but only the score of the highest risk level will be reflected. The highest risk will determine the line-item score and will not be added up, resulting in a 5-point deduction for FS 1.1.



Example 2: No Critical observations were captured during the REV and only a Major was marked. In this case, 2 points would be deducted instead of 5. If only a Minor was observed overall, then only 1 point would be deducted.

Report.

since the **Critical** is a higher risk the **Major** is not the score reflected in the Leave Behind



Definitions page

You will see words marked with an asterisk throughout this Guidebook. Refer to this page for clarity on what Specialists will be looking for during the REV.

Item	Definition	Item	Definition
*Condition	Defined as Damage Rot Sagging Etched graffiti Damaged paint Missing or visibly loose pieces Improper repair Rusted Tear/Ripped	*Cleanliness	Defined as: Dust accumulation Food splatter Encrusted debris Insect debris Organic buildup Removable graffiti Soil buildup Sticky residue Tape residue Trash litter
	Not functioning		Defined as: • Handling raw foods
*Unprofessional signage	 Defined as: Any signage that is NOT the approved materials available on the Subway Marketing Shop. 	*Contaminated	 Handling unwashed produce Taking breaks Handling money Exiting the restroom and returning to their workstation Arriving to work coughing, sneezing, or using a disposable tissue Cleaning duties After tobacco use, eating or drinking (unless cup is used once and discarded)



Guidebook Code updates

We have updated the line-item codes to be consistent across the REV Guidebook, Self REV and the On Brand 360 platform (including reporting). The flow of the Guidebook and the Self REV have also been updated to prioritize higher risk opportunities for increased visibility.

Refer to the index below for the new line-item codes and the codes from the previous quarter.

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Cross Contamination Prevention	5.1.3	1.3
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Food label requirements	5.1.6	1.6
Pest Control	5.1.7	1.7
Team Member behaviors	5.1.8	1.8
Expired Food	5.1.11	1.9
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SUBWAY

Food Safety

Section 1



FS 1.1	Ha	ndwashing procedures and equipment	Highest risk will be scored
It	em to Evaluate	Notes	Risk level
1	Hands washing requirements.	 Specialist will look for hands not washed when: Starting workday, returning from the restroom, outside or break Hands become contaminated* Changing between Food Handling and Non-Food Handling tasks: Handling Cash, Cleaning Duties, using POS register, etc. 	
2	Hands washing procedures.	 Specialist will look for: Hands not scrubbed for at least 20 seconds with soap and hot water Hands not dried using disposable towel or hand dryer Paper towel not used to turn off the faucet Hand are not washed in Handwashing sink 	Critical 5 points
3	Glove usage procedures.	 Specialist will look for: New gloves are not used between food prep and after non-food related tasks Gloves being reused once removed Gloves are blown into prior to being used 	
4	Handwashing sink requirements and accessibility	 Specialist will look for: Paper towels and soap not stocked and device not functioning Water does not reach 100° F (38° C) within 60 seconds Handwashing sink used for other reason than handwashing Handwashing sink is not clean and in good condition Handwashing sink is obstructed 	Major 2 points
5	Handwashing sink condition.	Specialist will look at condition of the following: Handwashing sink Faucet Other handwashing sink components	Minor 1 points

Supporting Links for FS 1.1





R&M - Broken paper towel dispenser/missing key:

US: Paper Towel - QuickSupply Marketplace

CAN: Tissue Dispensers - S.T.O.P Restaurant Supply



■ R&M - Broken Soap Dispenser:

US: Pure Foam Hand Soap Dispenser (108962) - CNA Marketplace

CAN: Details: Pure Foam Hand Soap Dispenser (Assorted Sizes) - S.T.O.P Restaurant Supply





R&M - Hand Sanitizer:

US: Sanitizers - QuickSupply Marketplace

CAN: Other Chemicals - S.T.O.P. - Restaurant Supply



FS 1.2	Food Contact Surfaces and Smallware		Highest risk will be scored
	Item to Evaluate	Notes	Risk level
1	Food Contact Surfaces Cleanliness	Specialist will look for and assess: Cleanliness of all food contact surfaces including: Knife Sani-station (if applicable) Cutting Boards Deli Slicer Bread Cabinet Speed oven handle & paddle Bread oven & proofer handle Panini press (Canada only)	Critical 5 points
2	Food Contact Surfaces Condition	Specialist will look for and assess: Condition of all food contact surfaces including: Knife Sani-station (if applicable) Cutting Boards Deli Slicer Bread Cabinet Speed oven handle & paddle Bread oven & proofer handle Panini press (Canada only)	Major 2 points
2	Smallware Handling and Storage	Specialist will look for: Stacked items are not stored inverted Items are stored on soiled surface Utensils stored in buckets or Sani-station Wet Stacking Handle of utensil stored touching food	Minor 1 points

Supporting Links for FS 1.2



Operations Manual Reference: Restaurant Interior



R&M - Chemical Bottle Holders:

US: Bottle Holders - QuickSupply Marketplace

CAN: Call Ecolab: 1-800-529-5458





R&M - Chemical Buckets:

US: Buckets - CNA Marketplace

CAN: Back Room Supplies — Subway Customer Portal



FS 1.3		ross Contamination Prevention	Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Actual Contamination	 Specialist will look for: Physical contamination (foreign items) in food Pest in food (fly, insect) Condensation dripping on food or food contact surface Thawing products dripping into other food Jewelry or clothing in contact with food Team member with open wound or sore in hand Spray Water bottled previously used for something else 	
2	Potential Contamination	 Specialist will look for: Roof leak in food prep area or service area or over sandwich unit Chemicals stored over food /food contact surface Apron worn when entering restrooms 	Critical 5 points
3	Food Condition	 Specialist will look for: Moldy or spoiled food Food is not from approved Subway vendors (store bought) Damaged cans (if applicable) 	
4	Chemical product labeling	 Specialist will look for: Chemicals not labeled; embossed labels acceptable Sani-station stoked with unapproved chemical (if applicable) Bread spray water bottle is not labeled 	Major 2 points
5	Food is protected from contamination	 Specialist will look for: Food held in storage not covered Frost/Ice build-up on food packaging Item or food are stored less that 6" off the floor Unapproved items used in storage areas, such as cardboard used to line shelves 	Minor 1 points

Supporting Links for FS 1.3





FS 1.4		Sanitizing requirements	Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Sanitizing Requirements	 Specialist will look for: 3 compartment sink sanitizer solution does not meet concentration requirements: PPM (Quat 150-400) Knife Sani-station sanitizer solution does not meet concentration requirements: PPM (100-200) High temperature dish machine does not register 160°F (71°C) minimum when measured during a full cycle (if available) 	Critical 5 points
2	Hot Water requirements	 Specialist will look for: 3 compartment sink water temperatures does not reach 110°F (44°C) Mop sink water temperature doe not reach 110°F (44°C) 	Major
3	Test Strips requirements	 Specialist will look for: Test strips not available to Team Member during visit. Both Chlorine and Quat test strips are not available Test strips are damaged or unusable 	2 points
4	3-compartment sink requirements	 Specialist will look for: Basin not set up in correct order Sink used for dishwashing and food prep at the same time Clean items were drying at the sink while food prep occurred Wash, rinse & sanitize sequence is not used 	Minor
5	Sanitizer wiper towel requirements	 Specialist will look for: Sanitizer wiper towel stored out of sanitizer Sanitizer wiper towel stored draped over bucket edge Sanitizer wiper towel stored draped over any spray bottle 	1 point

Supporting Links for FS 1.4



Operations Manual Reference

The Cleaning Process



FS 1.5	Food	temperature standards	Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Hot Held Food items	 Specialist will look for: Meatball Temperature not over 140° (60° C). Specialist will not stir the product. Soups (if available) not over 140° (60° C). Specialist will not stir the product. Hot held items are not heated to 165°F (74°) before placing in hot holding unit 	Critical
2	Cold Held Food items in Sandwich unit	 Specialist will use thermometer to take temperature of: Temperature products in the veggie or protein side. Temperature not below 41°F (5° C) for any product temped. 	5 points
3	Thermometer requirements	 Specialist will look for: Approved Thermometer is not available or working Thermometer is not accurate Thermometer are not present, working and accurate in refrigerated units 	Major 2 points
4	Temperature Log	 Specialists will look for: Temperature logs (paper or digital) not available and completed twice per day Full days are not completed for the previous 4 weeks Temperature logs are not dated 	Minor
5	Thawing procedures	 Specialist will look for: Food being thawed at room temperature Food thawed in the microwave Food thawed in standing water Food thawed under running water 	1 point

Supporting Links for FS 1.5



Product Temperatures



The Time and Temperature Principle





R&M - Calibrated Thermometer:

US: Timers & Thermometers - CNA Marketplace CAN: Thermometers - S.T.O.P. Restaurant Supply



Item to Evaluate Specialist will look for: Labels are not present on 3 or more proteins/cheeses in the sandwich unit (can be random) Labels are not present on 3 or more vegetables in the sandwich unit (can be random) Labels are not present on 3 or more vegetables in the sandwich unit (can be random) Food thawing in refrigerated units are not labeled Risk Level Major 2 points	FS 1.6	Foo	Food label requirements	
 Labels are not present on 3 or more proteins/cheeses in the sandwich unit (can be random) Cold Product Labels Major Labels are not present on 3 or more vegetables in the sandwich unit (can be random) Food thawing in refrigerated units are not 		Item to Evaluate	Notes	Risk Level
All labels must include: Date of preparation, Time of Preparation, product name & Initials of preparer.	1	Cold Product Labels	 Labels are not present on 3 or more proteins/cheeses in the sandwich unit (can be random) Labels are not present on 3 or more vegetables in the sandwich unit (can be random) Food thawing in refrigerated units are not labeled All labels must include: Date of preparation, Time of 	•

Supporting Links for FS 1.6



Operations Manual Reference: Labeling Prepped Foods

FS 1.7		Pest Control	Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Restaurant Pest Activity.	 Specialist will look for: Live or dead cockroach Rodent Droppings Ant trail Fly activity 	Critical 5 points
2	Pest entry opportunities	 Specialist will look for: Exterior doors have gap larger that ¼ inch Exterior door left open over 10 minutes Air curtains (if available) are not operational 	Minor
3	Exterior Dumpster	Steritech will look for the following: Exterior dumpster door open or missing Dumpster plug missing Dumpster area with Subway bags on the ground	1 point

Supporting Links for FS 1.7



Operations Manual Reference: Preventing Pest Infestation



FS 1.8	Team Member behaviors		Highest risk will be scored
ı	tem to Evaluate	Notes	Risk Level
1	Team Member food safety requirements	 Specialist will look for: Eating or gum chewing is observed in food preparation areas Tobacco use (including smoking and vaping) is observed in food preparation areas Team member drink is stored without a lid Team member observed drinking from a cup without a lid Personal food or beverage is stored with or above food Personal items are stored with or above food/food-contact surfaces 	Minor 1 point

FS 1.9	Expired Food		Highest risk will be scored
I	tem to Evaluate	Notes	Risk Level
1	Expired Products	 Specialist will look for: Any expired products in restaurant Items waiting to be discarded not marked as so 	Critical 5 points

Supporting Links for FS 1.9



Operations Manual Reference: Labeling Prepped Foods



Franchisor Policies



Section 2



FQ 2.1	Ve	Highest risk will be scored	
	Item to Evaluate	Notes	Risk Level
1	Lettuce/Spinach/Cucumbers/ Green Peppers quality	Specialist will look for the following: • Lettuce/Spinach/Cucumbers/ Green Peppers is frozen, limp, or discolored	
2	Tomatoes quality	 Specialist will look for the following: Tomatoes are frozen, limp, or discolored Tomatoes are not cored Tomato top and bottoms are not discarded 	
3	Onions quality	 Specialist will look for the following: Onions are frozen, limp, or discolored Onions are not properly cored, or skin is visible 	Major 2 points
4	Other Vegetables quality	 Specialist will look for the following: Vegetables are frozen, limp or discolored Products not removed from original packaging Liquid visible in vegetable containers Vegetables slices are "paper thin" or very thick Vegetables are over chill line 	

Supporting Links for FQ 2.1



Operations Manual Reference: Vegetables



FQ 2.2	Pı	Proteins and cheeses quality		
Ite	m to Evaluate	Notes	Risk Level	
1	Proteins /Sliced meats/ Patty products quality	 Specialist will look for the following: Frozen proteins in sandwich unit Sliced meats are shredded in insert pan End of deli meat log are left in insert pan Roast beef is discolored (US only) See Picture guide for additional details. 		
2	Cheeses quality	Specialist will look for the following: Frozen Dried out		
3	Tuna quality	 Specialist will look for the following: Separation between tuna and mayonnaise See Picture guide for additional details. 		
4	Meatball/ Soup/Hot bullitem quality	Specialist will look for the following: Broken meatballs in hot well in guest view Meatballs/Soup/Bulk item is burnt See Picture guide for additional details.	Major 2 points	
5	Products Displayed	Specialist will look for the following:Products are over the chill lineSee Picture guide for additional details.		
6	Hot Product Labels	 Specialist will look for: No labels present for meatballs, soups, other bulk items Labels is expired Marked hold time is more than 4 hours Label is not placed near the temperature knob All labels must include: Date of preparation, Time of Preparation & Initials of preparer.		

Supporting Links for FQ 2.2





FQ 2.3	E	Highest risk will be scored	
	Item to Evaluate	Notes	Risk Level
1	Core Breads Available	Specialist will look for the following: All breads are not available to guests at time of visit Italian Italian Herbs and Cheese Multigrain	
2	Other Core Bread Availability	Specialist will look for the following: Other core breads are not available to guests at time of visit US Lavash Canada Wraps Ciabatta Flatbread	Critical 5 points
3	Bread Baking tools	Specialist will look for the following not available in restaurant: Bread Color wheel Bread scoring template Bread scoring knife Proofing Template Labeled Water Bottle	
4	Bread Quality	 Specialist will look for the following: Bread color quality is not gold standard when compared with the Bread Color wheel Bread is not scored with bread scoring template 	Major 2 points
5	Bread Storage	Specialist will look for the following:Bread are stored in bags (US only)	

Supporting Links for FQ 2.3



Operations Manual Reference:
Carriers



FQ 2.4	Sauce Bottles requirements		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Sauce bottle labeling	 Specialist will look for the following: No labels present in sauces under bottle cap Expired sauces All sauce labels must include: Date of preparation, Time of Preparation & Initials of preparer & name of sauce. 	Minor
2	Sauces bottles requirements	 Specialist will look for the following: Full refrigerated sauce bottles are left out at room temperature Sauce bottles are left open or with no lid 	1 points

FQ 2.5	Chi		
	Item to Evaluate	Notes	Risk Level
1	Core chips availability	Specialist will look for the following: • Core chips not available (US/CAN) See required product guide for requirements by country.	Critical
2	Bottled beverages availability	 Specialist will look for the following: Required bottles beverages are not available (US/CAN) See required product guide for requirements by country. 	5 points
3	Bottled beverages	Specialist will look for the following: • Bottled beverages with expired manufacture date	Minor
4	Chip expiration	Specialist will look for the following: Chips with expired manufacture date	1 points



FQ 2.6	Snacks Requirements		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Cookies Availability.	Specialist will look for the following: Core Cookies not available (US/CAN) See picture guide for requirements by country	Major 2 points
2	Cookie condition	Specialist will look for the following: • Broken cookies (snapped or missing pieces)	Minor 1 point



Section 3



GE 3.1	Team Member guest interaction		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Guest greeting and farewell	 Specialist will observe for: Guest is not greeted within entry to restaurant Guest does not receive a farewell when transaction is completed 	Major 2 points

Supporting Links for GE 3.1



Operations Manual Reference: A.C.T. Service Steps



GE 3.2	Team Member Uniform & Hygiene Standards		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Approved Uniforms	 Specialist will look for the following: Unapproved/missing Subway shirt Unapproved/missing hat/visor Unapproved Manager shirt (if applicable) Unapproved/missing apron See Picture guide in this Guidebook for additional details.	
2	Uniform Condition	 Specialists will look for the following: Stained or discolored uniform components Damaged, faded or ripped uniform components Portable device used while working Open toe/open back footwear" 	
3	Hair requirements	 Specialists will look for the following: Hair is not clean Hair is not restrained Mustaches and beards do not comply with local laws 	Minor 1 point
4	Fingernail requirements	 Specialists will look for the following: Fingernails are not clean or well maintained Fingernails contain any jewelry or add-ons Artificial nails are not securely attached 	
5	Jewelry Standards	 Specialists will look for the following: More than one (1) ring is worn More than one (1) bracelet and/or watch is worn Necklace is not tucked into the shirt 	

Supporting Links for GE 3.2



Operations Manual Reference: Uniform Policy





R&M - Uniforms

US: Uniforms - CNA Marketplace

CAN: Staff Shirts - English — S.T.O.P. Restaurant Supply



GE 3.3	Rest	Highest risk will be scored	
	Item to Evaluate	Notes	Risk Level
1	Required core proteins available	Specialists will look for: • All required proteins not available in restaurant Refer to Picture Guide	
2	Required core cheeses available	Specialists will look for: • All required proteins not available in restaurant Refer to Picture Guide	Critical 5 points
3	Required core vegetables available	Specialists will look for: • All required proteins not available in restaurant Refer to Picture Guide	

Supporting Links for GE 3.3



GE 3.4	Restaurant Hours of Operations		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Hours of Operations requirements	 Specialist will observe for the following: Hours of Operation must be posted and legible in restaurant door and drive-thru (if available) Hours of Operation posted in restaurant door must match online hours US - Required Hours of Operations must be at least 91 hours Canada - Required Hours of Operations must be at least 99 hours 	Critical 5 points

Supporting Links for GE 3.4



Operations Manual Reference:
Hours of Operations





R&M - Hours of Operations Sign: US: Marketing Shop - Product: SW3483 CAN: Business Information Sign (English)



GE 3.5	Sandwich Artistry training		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	"Sandwich Artistry" – University of Subway required completion rate	 Specialist will look for the following: Restaurant has one (1) or more overdue team members for New Sandwich Artistry Overdue is measured as team member not having completed the training after 30 days of employment. Requirements are for the following: Primary franchisee, Sandwich Artists & all managers roles 	Critical 5 points

GE 3.6	US Training requirements		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	University of Subway required training completion rate.	 Specialist will look for the following: Restaurant has not completed requirements for "Restaurant Slicer Training" Slicer training must be competed by at least one (1) team member over 18 years old. 	Major 2 points

GE 3.7	Canada Training requirements		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	University of Subway required training completion rate.	 Specialist will look for the following: Restaurant has not completed requirements for "Slicers - Canada" 75% completion rate for the following: Primary franchisee, Sandwich Artists & all managers roles 	Major 2 points

Supporting Links for GE 3.5



Operations Manual Reference:
The University of Subway





Section 4



CM 4.1	Building Exterior condition		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Building exterior condition	Specialist will look at the exterior of the building for the lack of condition for the following: Exterior building walls Exterior signage Exterior light(s) Awnings Exterior trash cans See picture guide for definition of condition	Minor 1 point

CM 4.2	Restaurant Drive Thru cleanliness* (if available)		Highest risk will be scored
ı	Item to Evaluate	Notes	Risk Level
1	Drive thru cleanliness	Specialist will be looking for the lack of cleanliness for the following: Menu Board Speaker Mindow Awning See picture guide for definition of cleanliness	Major 2 points

CM 4.3	Restaurant Drive Thru condition* (if available)		Highest risk will be scored
I	Item to Evaluate	Notes	Risk Level
1	Drive thru condition	Specialist will be looking for poor condition of the following: • Menu Board • Speaker • Window • Awning See picture guide for definition of condition	Major 2 points



CM 4.4	Building Exterior safety		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Building exterior safety	Specialist will look for the following: Item improperly secured/falling items Slip hazard outside building Trip hazard outside building Improper repair Construction/repair work hazards Electrical hazards Structural deficiencies Areas are not properly illuminated for safety	Critical 5 points

CM 4.5	Restrooms cleanliness*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Fixtures cleanliness	Specialist will be looking for the lack of cleanliness of the following: Toilets Toilet seats Urinals Sinks Mirrors Toilet paper dispenser Soap, sanitizer, and towel dispensers Hand dryer Infant changing station Trash receptacle	Major 2 points
2	Walls and doors cleanliness	Specialist will be looking for the lack of cleanliness of the following: Walls Doors and door frames Stalls/partition	
3	Floors, drains and baseboards cleanliness	Specialist will be looking for the lack of cleanliness of the following: Broken Floors/tiles Ceiling	Minor 1 point
4	Ceiling, lights, vents cleanliness	Specialist will be looking for the lack of cleanliness of the following: Ceiling tiles A/C vents Ceiling lights	



CM 4.6	Restrooms condition*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Fixtures condition	Specialist will be looking for poor condition of the following: Toilets Toilet seats Urinals Sinks Mirrors Toilet paper dispenser Soap, sanitizer, and towel dispensers Hand dryer Infant changing station Trash receptacle	Major 2 points
2	Walls and doors condition	Specialist will be looking for poor condition of the following: • Walls • Doors and door frames • Stalls/partition	
3	Floors, drains and baseboards condition	Specialist will be looking for poor condition of the following: Broken Floors/tiles Ceiling	Minor 1 point
4	Ceiling, lights, vents condition	Specialist will be looking for poor condition of the following: Ceiling tiles A/C vents Ceiling lights	



CM 4.7	Dining Room Condition*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Tables condition	Specialist will be looking for poor condition of the following: Tabletop Table base	Major
2	Chairs, booths and all other seating condition	Specialist will be looking for poor condition of the following: Chair legs Chair seat Booth seat Booth legs Highchair/booster seat (s)	2 points
3	Doors, frames, handles and thresholds condition	Specialist will be looking for poor condition of the following: Door frames Door handles Door locks Door closes; hinges	
4	Windows, sills, window coverings and frames condition	Specialist will be looking for poor condition of the following: Windowsill Window frame. Window covering	Minor 1 point
5	Floor, walls and wallcoverings and décor condition	Specialist will be looking for poor condition of the following: Walls Wallcoverings Wall art Floor Trash cans	

Supporting Links for CM 4.7



Operations Manual Reference: Restaurant Interior



CM 4.8	Dining Room safety		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Dining Room safety	Specialist will for the following: Item improperly secured/falling items Slip hazard Trip hazard Improper repair Construction/repair work hazards Electrical hazards Structural deficiencies Areas are not properly illuminated for safety	Critical 5 points

CM 4.9	Beverag	Beverage equipment cleanliness*	
	Item to Evaluate	Notes	Risk Level
1	Beverage Station cleanliness	Specialist will be looking for the lack of cleanliness of the following: Countertop Beverage station Drip tray/drain rack/drain Dispenser (exterior) Beverage/condiment holder Tea urns (exterior) Tea/coffee brewer exterior Air-pot exterior Holders	Major 2 points
2	Bubblers cleanliness (US Only)	Specialist will be looking for the lack of cleanliness of the following: Bubblers (exterior) Filters and vents Mold/build-up present in any area.	
3	Bottled Beverage Cooler and components cleanliness	Specialist will be looking for the lack of cleanliness of the following: Glass door Door handles Interior components Grill covers/vents	



CM 4.10	Beverage equipment condition*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Beverage Station condition	Specialist will be looking for poor condition of the following: Countertop Beverage station Drip tray/drain rack/drain Dispenser (exterior) Beverage/condiment holder Tea urns (exterior) Tea/coffee brewer exterior Air-pot exterior Holders	Major
2	Bubblers condition (US Only)	Specialist will be looking for poor condition of the following: Bubblers (exterior) clean Filters and vents clean No mold or build-up is present in any area	2 points
3	Bottled Beverage Cooler and components condition	Specialist will be looking for poor condition of the following: Glass door Door handles Interior components Grill covers/vents	

Supporting Links for CM 4.10



 R&M - Hot Well Thermostat:
 Duke Refrigeration | Parts Town Duke Refrigeration | Parts Town



R&M - Bubbler Parts: Crathco
Simplicity Bubbler Series
(Subway) Parts & Manuals

Parts Town Parts Town



CM 4.11	Digital equipment cleanliness*		Highest risk will be scored
	Item to Evaluate Notes		Risk Level
1	Digital equipment cleanliness	Specialist will be looking for the lack of cleanliness of the following: POS POS countertop Menu Board Menu Board lighting Digital Kiosk (if available)	Major 2 points

CM 4.12	Digital equipment condition*		Highest risk will be scored
	Item to Evaluate Notes		Risk Level
1	Digital equipment condition	Specialist will be looking for poor condition of the following: POS POS countertop Menu Board Menu Board lighting Digital Kiosk (if available)	Major 2 points



CM 4.13		Highest risk will be scored	
	Item to Evaluate	Notes	Risk Level
1	Music requirements	 Specialist will look for the following: Music is turned off Music is not playing from restaurant speakers 	
2	Dining room temperature	 specialist will look for the following: Dining room A/C is off Dining room temperature is not set between 66F & 78F 	Minor 1 point
3	Handwritten signage	Specialist will look for the following: Handwritten signs Unprofessional signage* Non-Subway marketing material	

CM 4.14	Baking & sandwich equipment cleanliness*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Bread baking equipment cleanliness	Specialist will be looking for the lack of cleanliness of the following: Proofer Bread oven Bread cooling racks Bread storage cabinet Frontline bread display Oven mitts	Minor 1 point
2	Heating equipment cleanliness	Specialist will be looking for the lack of cleanliness of the following: Speed oven Speed oven paddle Microwave Panini press (Canada)	2 po



CM 4.15	Baking & sandwich equipment condition*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Bread baking equipment condition	Specialist will be looking for poor condition of the following: Proofer Bread oven Bread cooling racks Bread storage cabinet Fresh Start bread cabinet Oven mitts	Minor 1 point
2	Heating equipment condition	Specialist will be looking for poor condition of the following: Speed oven Speed oven paddle Microwave Panini press (Canada)	

Supporting Links for CM 4.15

R&M - Turbochef Legacy Bullet: TurboChef Bullet Parts & Manuals Parts Town	R&M - MerryChef e4S: e4s Parts Town
R&M - Microwave: Microwaves Parts Town	R&M - NuVu NVT: Nu-Vu NVT-3-9 Parts & Manuals Parts Town
R&M - NuVu X5: Nu-Vu X5 Parts & Manuals Parts Town	R&M - Speed Oven: Ovens & Toasters Parts Town
R&M - Duke FlexBake 5:Duke 5R-DBPS Parts & Manuals Parts Town	R&M - Bread Cabinet Door Gasket, Magnetic: New Message - Lockwood GASKETMAG2141 Door Gasket.
R&M - Sandwich Paddle Handle Countertop Ovens:	Magnetic, Bottom Door, 21" x 41" Parts Town R&M - Weave Mesh Non-Stick Basket for Rapid Cook Ovens:
Details: 12" x 13" Sandwich Paddle with 6" Handle for Countertop Ovens (108650) - CNA Marketplace	Details: Assure Parts 13 1/2" x 11" Loose Weave Mesh Non-Stick Basket for Rapid Cook Ovens - CNA Marketplace



CM 4.16	Sandwi	Highest risk will be scored	
	Item to Evaluate	Notes	Risk Level
1	Sandwich unit cleanliness	Specialist will be looking for the lack of cleanliness of the following: Sneezeguards / Glass Exterior Interior Gaskets Shelving Storage area under the unit Fan Unit/Condenser Lights Fresh Loc Lids (US Only)	Major 2 points
2	Sandwich unit components cleanliness	Specialist will be looking for the lack of cleanliness of the following: Wrapping Station Cookie Case Cookie Riser Hot Well	



CM 4.17	Sandwich	Highest risk will be scored	
	Item to Evaluate	Notes	Risk Level
1	Sandwich unit condition	Specialist will be looking for poor condition of the following: Sneezeguards / Glass Exterior Interior Gaskets Shelving Storage area under the unit Fan Unit/Condenser Lights Fresh Loc Lids (US Only)	Major 2 points
2	Sandwich unit components condition	Specialist will be looking for poor condition of the following: Wrapping Station Cookie Case Cookie Riser Hot Well	

Supporting Links for CM 4.17

	p - 1 - 1 - 1	
R&M - Hot Well Thermostat: Duke Refrigeration Parts Town		R&M - Hot Well Knob: Duke 223590 Knob, Thermostat, 1 to 10 Parts Town
R&M - Hot Well Light: Duke 215550 Indicator Light, Amber, 125V Parts Town		R&M - Hot Well Bain Marie: Duke 230372 Pan Assembly, Sealed Well with Drain Parts Town
R&M -Shock, Drop Glass Support: <u>Duke 224345 Gas</u> Ram/Shock, Drop Glass Support, 500N Parts Town		



CM			Highest risk will be
CM 4.18	Deli slicer & smallware cleanliness*		scored
	Item to Evaluate	Notes	Risk Level
1	Deli meat slicer smallware cleanliness	Specialist will be looking for the lack of cleanliness of the following: Measuring Scale Cut resistant gloves Slicer cleaning brush Blade sharpener tool	Major
2	Deli meat slicer cleanliness	Steritech will look for the lack of cleanliness for the following: Slicer body Pusher plate Green food bin Slicer blade Under slicer	2 points
CM 4.19	Deli slicer & smallwa	re requirements and condition*	Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Deli meat slicer requirements	Steritech will look for availability of the following: • Measuring scale	Critical 5 points
2	Deli meat slicer smallware's condition	Specialist will be looking for poor condition of the following: • Measuring Scale • Cut resistant gloves • Slicer cleaning brush	
3	Deli meat slicer condition	Specialist will be looking for poor condition of the following: Slicer body Pusher plate Green food bin Slicer blade Under slicer	Major 2 points

Supporting Links for CM 4.19





CM 4.20	Backroom Prep tables and storage cleanliness*		Highest risk will be scored
	Item to Evaluate Notes		Risk Level
1	Backroom non-food contact surfaces cleanliness	Steritech will look for the lack of cleanliness of the following: Prep tables Dry storage shelves nonfood-contact surfaces of smallware's	Minor 1 point

CM 4.21	Backroom Prep tables and storage condition*		Highest risk will be scored
	Item to Evaluate Notes		Risk Level
1	Backroom non-food contact surfaces condition	Specialist will be looking for poor condition of the following: Prep tables Dry storage shelves nonfood-contact surfaces of smallware	Minor 1 point



CM 4.22	Backroom sinks cleanliness*		Highest risk will be scored
Item to Evaluate		Notes	Risk Level
1	Backroom sinks cleanliness	Steritech will look for the lack of cleanliness of the following: Three compartment Prep sink Utility (mop) sink	Minor 1 point

CM 4.23	Backroom sinks cleanliness*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Backroom non-food contact surfaces condition	Specialist will be looking for poor condition of the following: 3-compartment sink Prep sink Utility (mop) sink Mop sink drain cover is missing	Minor 1 point

Supporting Links for CM 4.23



R&M - 3-Comp Sink Faucet: Fisher UTILITY SPRAY-DECK MOUNT Parts & Manuals | Parts Town



CM 4.24	All coolers/freezers and components cleanliness*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Refrigerated equipment cleanliness	Steritech will look for the lack of cleanliness of the following: Cold holding equipment Walk-in/reach-in coolers Walk-in/reach-in freezers Ice machine	Minor 1 point

CM 4.25	All coolers/freezers and components condition*		Highest risk will be scored
	Item to Evaluate	Notes	Risk Level
1	Refrigerated equipment condition	Specialist will be looking for poor condition of the following: Cold holding equipment Walk-in/reach-in coolers Walk-in/reach-in freezers Ice machine	Minor 1 point

Supporting Links for CM 4.25



R&M - Ice Machine: <u>Ice</u> Machines | Parts Town



Automatic Failures

Evaluation Failed:

AF	AUTOMATIC FAIL CRITERIA	FAIL
	Item to Evaluate	Tipping Point
1	 Restaurant did not open within 30 minutes of their posted hours. Restaurant closed longer than 5 minutes before their posted hours. 	Specialist will call restaurant, check the hours on Subway.com and gain permission from their manager before issuing an auto fail for a restaurant not opening on time.
2	If Specialist is refused entry to restaurant.	Team member/Franchise Owner/Manager will not allow evaluator to begin or complete their evaluation in a timely manner.
3	If team member / manager / restaurant owner creates a hostile work environment for the Specialist.	If Specialist feels as though it is a hostile work environment, they will not conduct the REV. Verbal abuse, physical abuse, being disruptive, or confrontational will be grounds for AF.

Plumbing:

These opportunities represent substantial risk to guests or team members. Opportunities for auto failures are not limited to what is listed in this section.

	AF	Substantial Risk is Present and will be reported as grounds for an AF
lte	em to Evaluate	Tipping Point
1	No Water	No running, potable water.
2	No Hot Water	No hot water (less than 85° F/29° C) for periods longer than temporary disruptions.
3	Sewage Present	Presence of any raw sewage.
4	_	Plumbing damage or malfunction that affects any food safety or preparation tasks.
5	Restrooms Unavailable	No restrooms/toilets or restrooms/toilets without functional plumbing.



Automatic Failures

Food Safety:

These opportunities represent substantial risk to guests or team members. Opportunities for auto failures are not limited to what is listed in this section. If any substantial risk or danger exists for guests or team members, take the opportunity and report it immediately.

AF

Substantial Risk is Present and will be reported as grounds for an URGENT CLOSURE.

	Item to Evaluate	Tipping Point
1	Incorrect storage/use beyond shelf life or cross contamination with potentially harmful substance	Expired products would only warrant closure if there is evidence that all product is out of date and there is no suitable replacement stock available.
2	Severe Temperature Abuse	Walk-in/Reach-in cooler, refrigerated back counter or sandwich unit with an ambient temperature of 48° F (9° C) or above and 5 or more product temperatures at 48° F (9° C). Recheck after a 30-minutes.
3	Illness	Any sign or evidence of illness of a communicable symptom of the following viruses: Salmonella spp. (nontyphoidal), Norovirus, Hepatitis A, Shigella spp., Shiga toxin-producing E. coli, Typhoid fever (caused by Salmonella Typhi), or Listeria displayed by any person working in the restaurant.

Other Risks:

These opportunities represent substantial risk to guests or team members. Opportunities for auto failures are not limited to what is listed in this section. If any substantial risk or danger exists for guests or team members, take the opportunity and report it immediately.

AF	Substantial Risk is Present and will be reported as grounds for an URGENT
	CLOSUPE

	CLOSOTIL.	
	Item to Evaluate	Tipping Point
1	No Electricity	No electricity/electricity only available periodically.
2	Pest Infestation	Pest infestation is present in restaurant
3	Building Damage	Any building damage that impacts the ability of restaurant to operate or impacts safety of occupants.
4	Local Health Department/ Regulatory Agency has issued closure notice	A government or administrative agency requires closure due to failed health and/or safety violations (including occupational safety).
5	A substantial risk was recorded and	reported as grounds for urgent risk remediation.



BREAD BAKING TOOLS



Scoring Template



Proofing Template



Bread Color Wheel

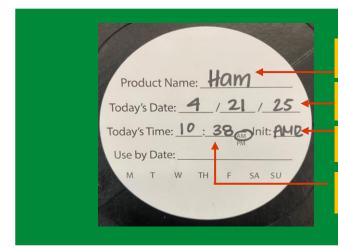


Scoring Knife



Water Bottle

Labeling requirements



Legible product name

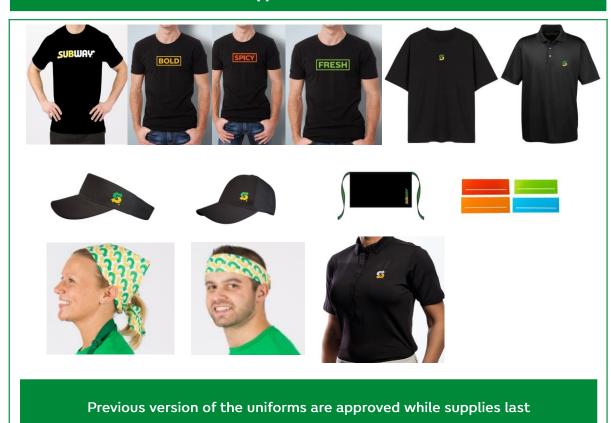
Prep date w day, month & year

Preparer's initials

Time of prep, must include am or pm



Approved Uniform



Approved Shoes



- Closed toe
- Enclosed back

NOT Approved shoes



- Holes in toe area
 - Open back



Sanitizing requirements





3 compartment sink set up requirements



Washing

Rinsing

Sanitizing



Gold Standard

Onions



Green peppers



Tomatoes



Avocado



Pepper Jack



Tuna



All products need to be below the chill line



Gold Standard

Turkey



Steak



Ham



Pepperoni



Rotisserie Style Chicken



Salami





Gold Standard

Meatballs 1/3 pan



Meatballs 1/6 pan



Roast Beef





US available product requirements Veggies & Bread Other Bread Cookies **Proteins** Cheese Chips **Toppings** Bacon **Provolone** Lettuce Italian Lavash **Chocolate Chip Lays Classic** Turkey **Baked Lays Pepper Jack Tomatoes** Multigrain Oatmeal Raisin Original Italian Herbs & White Chip **Doritos Nacho** Onions **Chicken Strips American** Cheese **Macademia Nut** Cheese Shredded Raspberry SunChips Monterey **Spinach** Ham Harvest Cheddar Cheescake Cheddar Miss Vickie's Double Meatballs **Green Peppers** Chocolate Jalapeno Pepperoni **Cucumbers Footlong Cookie Roast Beef Smashed** (US only) **Avocado Rotisserie Style Pickles** Chicken Bannana Salami **Peppers** Steak **Jalapenos** Tuna Olives **Cold Cut Combo** SubKrunch Chicken teriyaki Salt Pizza Pepper (Walmart only) Oregano **Parmesan**

Cheese



Canada available product requirements

Proteins	Cheese	Veggies & Toppings	Bread	Other bread	Cookies	Chips
Beef Brisket	Habanero Jack	Crispy Onions	Italian Herbs & Cheese	Ciabatta	White Chip Macademia Nut	Doritos Nacho Cheese
Chicken Teriyaki	Processed Cheddar	Cucumbers	Multigrain	Flatbread	Chocolate Chunk	Lay's Classic
Bacon	Canadian Cheddar	Bannana Peppers	Italian	Wraps	Chocolate Chip w M&M	Lay's Oven Baked
Cold Cut Combo	Shredded Monterey Cheddar	Green Peppers				Miss Vickie's Sea Salt & Malt Vinegar
Ham		Jalapenos			Chicken Noodle Soup	Miss Vickie's Sour Cream Herb & Onion
Meatballs (English CDA only)		Lettuce			Potato Rings	Miss Vickie's Sweet Chili & Sour Cream
Pepperoni		Olives				Ruffles All Dressed
Rice		Onions				Ruffles Spicy All Dressed
Rotisserie Style Chicken		Pickles				SunChips Harvest Cheddar
Salami		Smashed Avocado				Miss Vickie's Harvest Cheddar & Jalapeno
Sausage Patty		Spinach				
Scrambled Egg Patty		Tomatoes				
Steak		Salt				
Tuna		Pepper				
Turkey		Parmesan Cheese				
Veggie Patty						



Canada available product requirements (Quebec)

Proteins	Cheese	Veggies & Toppings	Bread	Other bread	Cookies	Chips
Beef Brisket	Habanero Jack	Bannana Peppers	Italian Herbs & Cheese	Ciabatta	White Chip Macademia Nut	Doritos Nacho Cheese
Chicken Teriyaki	Processed Cheddar	Crispy Onions	Multigrain	Flatbread	Chocolate Chunk	Lay's Classic
Bacon	Canadian Cheddar	Cucumbers	Italian	Wraps	Chocolate Chip w M&M	Lay's Oven Baked
Cold Cut Combo	Shredded Monterray Cheedar	Green Peppers				Miss Vickie's Sea Salt & Malt Vinegar
Grilled Chicken Patty (QC only)		Jalapenos			Chicken Noodle Soup	Miss Vickie's Sour Cream Herb & Onion
Ham		Lettuce			Potato Rings	Miss Vickie's Sweet Chili & Sour Cream
Pepperoni		Olives				Ruffles All Dressed
Rice		Onions				Ruffles Spicy All Dressed
Rotisserie Style Chicken		Pickles				SunChips Harvest Cheddar
Salami		Smashed Avocado				Miss Vickie's Harvest Cheddar & Jalapeno
Sausage Patty		Spinach				
Scrambled Egg Patty		Tomatoes				
Steak		Salt				
Tuna		Pepper				
Turkey		Parmesan Cheese				
Veggie Patty						



US Beverage requirements

Bottled Beverages	Fountain Beverages
Pepsi	Pepsi
Pepsi Zero Sugar	Pepsi Zero
Diet Pepsi	Mountain Dew
Aquafina Water	Starry Lemon Lime
Gatorade Cool Blue	Tropicana Lemonade
Gatorade Fruit Punch	Dr Pepper or Diet Dr Pepper
Gatorade G Zero Orange	
Dole Lemonade	
Mountain Dew	
Starry Lemon Lime	
Shamrock 1% low fat white milk	
Honest Kids Super Fruit Punch	
Tropicana Orange Juice	
Pure Leaf Sweet Tea	
Icee (Walmart only)	

Canada Beverage requirements

Fountain Beverages	Bottled Beverages
Pepsi	Pepsi
Diet Pepsi	Diet Pepsi
7UP	Pepsi Zero Sugar
Brisk Iced Tea Lemon	Pepsi Zero Sugar Cherry
Brisk Iced Tea Lemonade	Dr. Pepper
Dr Pepper	Tropicana Apple Juice
Mug Root Beer	Tropicana Orange Juice
Crush Orange	Aquafina Water
	1% White Milk
	Gatorade G2 Fruit Punch
	Gatorade Perform Cool Blue
	Gatorade Zero Berry
	Brisk Lemonade
	Brisk Lemon Iced Tea
	Pure Leaf Lemon Iced Tea
	Pure Leaf Peach Iced Tea
	Pure Leaf Zero Sugar Lemon
	Bubly Blackberry