



# Retail Food Establishment Inspection Report

State Form 57480  
**INDIANA DEPARTMENT OF HEALTH**  
**FOOD PROTECTION DIVISION**

Release Date: 02/14/2026

Hendricks County Health Department

Telephone (317) 745-9217

No. Risk Factor/Interventions Violations 0

Date: 02/04/2026

Time In 10:24 am

No. Repeat Risk Factor/Intervention Violations 0

Time Out 11:05 am

Establishment Pittsboro Primary School		Address 540 Osborne Ave		City/State Pittsboro/IN		Zip Code 46167		Telephone 317-994-2100	
License/Permit # 1138		Permit Holder North West Hendricks School Corporation			Purpose of Inspection Routine		Est Type Retail Food Establishment		Risk Category 2
Certified Food Manager Sue Ritchotte		ServSafe		Exp. 07/13/2027					

## FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item

Mark "X" in appropriate box for COS and/or R

IN-in compliance    OUT-not in compliance    N/O-not observed    N/A-not applicable    COS-corrected on-site during inspection    R-repeat violation

Compliance Status		COS	R	Compliance Status	COS	R
<b>Supervision</b>						
17	IN			Proper disposition of returned, previously served, reconditioned & unsafe food		
1	IN			Person-in-charge present, demonstrates knowledge, and performs duties		
2	IN			Certified Food Protection Manager		
<b>Employee Health</b>						
3	IN			Management, food employee and conditional employee; knowledge, responsibilities and reporting		
4	IN			Proper use of restriction and exclusion		
5	IN			Procedures for responding to vomiting and diarrheal events		
<b>Good Hygienic Practices</b>						
6	IN			Proper eating, tasting, drinking, or tobacco products use		
7	IN			No discharge from eyes, nose, and mouth		
<b>Preventing Contamination by Hands</b>						
8	IN			Hands clean & properly washed		
9	IN			No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed		
10	IN			Adequate handwashing sinks properly supplied and accessible		
<b>Approved Source</b>						
11	IN			Food obtained from approved source		
12	N/O			Food received at proper temperature		
13	IN			Food in good condition, safe, & unadulterated		
14	N/A			Required records available: molluscan shellfish identification, parasite destruction		
<b>Protection from Contamination</b>						
15	IN			Food separated and protected		
16	IN			Food-contact surfaces; cleaned & sanitized		
<b>Time/Temperature Control for Safety</b>						
18	N/O			Proper cooking time & temperatures		
19	IN			Proper reheating procedures for hot holding		
20	N/A			Proper cooling time and temperature		
21	IN			Proper hot holding temperatures		
22	IN			Proper cold holding temperatures		
23	IN			Proper date marking and disposition		
24	N/A			Time as a Public Health Control; procedures & records		
<b>Consumer Advisory</b>						
25	N/A			Consumer advisory provided for raw/undercooked food		
<b>Highly Susceptible Populations</b>						
26	N/A			Pasteurized foods used; prohibited foods not offered		
<b>Food/Color Additives and Toxic Substances</b>						
27	N/A			Food additives: approved & properly used		
28	IN			Toxic substances properly identified, stored, & used		
<b>Conformance with Approved Procedures</b>						
29	N/A			Compliance with variance/specialized process/HACCP		

**Risk factors** are important practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public health interventions are control measures to prevent foodborne illness or injury.

Person in Charge	Susan Richotte	Date:	02/04/2026
Inspector:	BRIAN PORTWOOD	Follow-up Required:	YES <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> (Circle one)



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Hendricks County Health Department  
Telephone (317) 745-9217

License/Permit #  
1138

Date:  
02/04/2026

Establishment  
Pittsboro Primary School

Address  
540 Osborne Ave

City/State  
Pittsboro/IN

Zip Code  
46167

Telephone  
317-994-2100

## GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Mark "X" in appropriate box for COS and/or R

COS-corrected on-site during inspection

R-repeat violation

COS R

COS R

### Safe Food and Water

30	N/A	Pasteurized eggs used where required		
31	IN	Water & ice from approved source		
32	N/A	Variance obtained for specialized processing methods		

### Proper Use of Utensils

43	IN	In-use utensils: properly stored		
44	IN	Utensils, equipment & linens: properly stored, dried, & handled		
45	IN	Single-use/single-service articles: properly stored & used		
46	IN	Gloves used properly		

### Food Temperature Control

33	IN	Proper cooling methods used; adequate equipment for temperature control		
34	IN	Plant food properly cooked for hot holding		
35	IN	Approved thawing methods used		
36	IN	Thermometers provided & accurate		

### Utensils, Equipment and Vending

47	IN	Food & non-food contact surfaces cleanable, properly designed, constructed, & used		
48	IN	Warewashing facilities: installed, maintained, & used; test strips		
49	IN	Non-food contact surfaces clean		

### Food Identification

37	IN	Food properly labeled; original container		
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### Physical Facilities

50	IN	Hot & cold water available; adequate pressure		
51	IN	Plumbing installed; proper backflow devices		
52	IN	Sewage & waste water properly disposed		
53	IN	Toilet facilities: properly constructed, supplied, & cleaned		
54	IN	Garbage & refuse properly disposed; facilities maintained		
55	IN	Physical facilities installed, maintained, & clean		
56	IN	Adequate ventilation & lighting; designated areas used		

### Prevention of Food Contamination

38	IN	Insects, rodents, & animals not present		
39	IN	Contamination prevented during food preparation, storage & display		
40	IN	Personal cleanliness		
41	IN	Wiping cloths: properly used & stored		
42	IN	Washing fruits & vegetables		

## Outdoor Food Operation & Mobile Retail Food Establishment

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item

Mark "X" in appropriate box for COS and/or R

IN-in compliance

OUT-not in compliance

N/O-not observed

N/A-not applicable

COS-corrected on-site during inspection

R-repeat violation

COS R

COS R

57	N/A	Outdoor Food Operation			58	N/A	Mobile Retail Food Establishment		
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## TEMPERATURE OBSERVATIONS

(in degrees Fahrenheit)

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
Pizza - warmer	164.9	Popcorn chicken - warmer	135.0		

## OBSERVATIONS AND CORRECTIVE ACTIONS

<b>Item</b>	Based on an inspection this day, the item(s) noted below identify violations of 410 IAC 7-26, Indiana Retail Food Establishment Sanitation Requirements. Violations cited in this report must be corrected within the time frames below or as stated in Section 475 and 476 of the Indiana Retail Food Establishment Food Code.	<b>Complete by Date:</b>
Risk: COS: Repeat:		

Summary of Violations: P: \_\_\_\_\_ Pf: \_\_\_\_\_ Core: \_\_\_\_\_

Person in Charge Susan Richotte

Date: 02/04/2026

Inspector: BRIAN PORTWOOD

Follow-up Required: YES  NO (Circle one)