Food Service Checklist

Name: _____

School: _____

Room or Area: _____ Date Completed: _____

Signature: _____

1. COOKING AREA

	Yes	No	N/A
1a. Determined that local exhaust fans operate properly (note if fans are excessively noisy)	❏	❏	❏
1b. Checked for odors near cooking, preparation, and eating areas	❏	❏	❏
1c. Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	❏	❏	❏
1d. Determined that gas appliances function properly	❏	❏	❏
1e. Verified that gas appliances are vented outdoors	❏	❏	❏
1f. Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used	❏	❏	❏
1g. Ensured that kitchen is clean after use	❏	❏	❏
1h. Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	❏	❏	❏
1i. Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	❏	❏	❏
1j. Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	❏	❏	❏

2. FOOD HANDLING AND STORAGE

	Yes	No	N/A
2a. Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	❏	❏	❏
2b. Stored leftovers in well-sealed containers with no traces of food on outside surfaces	❏	❏	❏
2c. Ensured that food preparation, cooking, and storage practices are sanitary	❏	❏	❏
2d. Disposed of food scraps properly and removed crumbs	❏	❏	❏
2e. Cleaned counters with soap and water or a disinfectant (according to school policy)	❏	❏	❏
2f. Swept and wet mopped floors	❏	❏	❏

3. WASTE MANAGEMENT

	Yes	No	N/A
3a. Selected and placed waste in appropriate containers	❏	❏	❏
3b. Ensured that containers' lids are securely closed	❏	❏	❏
3c. Separated food waste and food-contaminated items from other wastes, if possible	❏	❏	❏
3d. Stored waste containers in a well-ventilated area	❏	❏	❏
3e. Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	❏	❏	❏

4. DELIVERIES

	Yes	No	N/A
4a. Instructed vendors to avoid idling their engines during deliveries	❏	❏	❏
4b. Posted a sign prohibiting vehicles from idling their engines in receiving areas	❏	❏	❏
4c. Ensured that doors or air barriers are closed between receiving area and kitchen	❏	❏	❏

NOTES