

Food Service Checklist

Name:	
School:	
Room or Area:	Date Completed:
Signature:	

Instructions

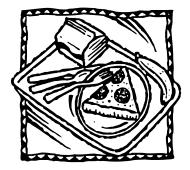
- 1. Read the *IAQ*Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 the checklist for
 future reference.
- 3. Complete the Checklist.
 - Check the "yes,"
 "no," or
 "not applicable"
 box beside each
 item. (A "no"
 response
 requires further
 attention.)
 - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No □	N/A
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, backdrafting, or headaches when gas appliances are used			
_	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			
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.			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)			
2f.	Swept and wet mopped floors			
3.	WASTE MANAGEMENT			
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	. 🗖		
	Stored waste containers in a well-ventilated area	. 🗖		
<i>3</i> e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	. 🗖		

4. DELIVERIES

	Ye:	5 I	INO	IV/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