Food Service Checklist

Name: Eric Proia
School: Coginchaug Regional High School
Room or Area: Kitchen
Date Completed: 01-10-24
Signature: [signature]

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

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

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

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

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