



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

- | | 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

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 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

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 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