

Food Service Checklist

Name:	Village School IAQ Team		
School:	Village School		
Room or	Area: ALL	Date Completed:	9-23-2024
Signature	Todd A. Solli		

Instructions

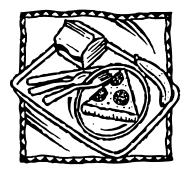
- 1. Read the *IAQ*Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 the checklist for
 future reference.
- 3. Complete the Checklist.
 - Check the "yes,"
 "no," or
 "not applicable"
 box beside each
 item. (A "no"
 response
 requires 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			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	^		
1d.	Determined that gas appliances function properly			
	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			
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			
	Selected and placed waste in appropriate containers			
	Ensured that containers' lids are securely closed	. 🙀		
	Separated food waste and food-contaminated items from other wastes, if possible			
	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)	□ K		<u> </u>

4. DELIVERIES

	T C	5 1	IVO	IN/A
4a.	Instructed vendors to avoid idling their engines during deliveries	1		
4b.	Posted a sign prohibiting vehicles from idling their engines in			
	receiving areas	l		
4c.	Ensured that doors or air barriers are closed between receiving area			
	and kitchen	1		



NOTES