**PRE-APPROVAL SITE VISIT CHECKLIST**

**TAKE THE TEST! Could you pass this routine inspection?**

For each violation there is a Plan of Correction issued that must be fixed and inspected again within 10 business days, unless more serious violations are found that could result in temporary or permanent suspension.

### DISTRIBUTION

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is sign posted at doorway with Days and Hours of Operation? Is the Non-discrimination statement on the sign?</td>
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<tr>
<td>Is the agency checking client’s name against a spreadsheet, agency issued ID, or any other system to track the number of clients served?</td>
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<tr>
<td>Do they have a website?</td>
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<tr>
<td>Are they a Choice Pantry?</td>
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<tr>
<td>Is this agency on a public transportation route?</td>
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<td>Do they offer healthy options or dietary needs?</td>
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<tr>
<td>Do they advertise in a newspaper, on the radio or any other type of media?</td>
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<tr>
<td>Do they have a refrigerated truck?</td>
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<tr>
<td>How many volunteers do they have?</td>
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</tbody>
</table>

### STORAGE SPACE

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there roof leaks?</td>
<td></td>
<td></td>
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<tr>
<td>Are there holes in the walls?</td>
<td></td>
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<tr>
<td>Is any storage area overcrowded?</td>
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<tr>
<td>Does the door need a door sweep?</td>
<td></td>
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<tr>
<td>Is the storage space in good condition?</td>
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<tr>
<td>Are there puddles of water on the floor?</td>
<td></td>
<td></td>
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<tr>
<td>Are the shelves rusty or in need of repair?</td>
<td></td>
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<tr>
<td>Are there non-food items stored above the food?</td>
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<tr>
<td>Are there gaps around the windows or missing screens?</td>
<td></td>
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<tr>
<td>Are the storage rooms locked to safeguard against theft?</td>
<td></td>
<td></td>
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<tr>
<td>Is the food stored away from the wall at least 3 inches?</td>
<td></td>
<td></td>
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<tr>
<td>Is there adequate ventilation/air circulation in all storage areas?</td>
<td></td>
<td></td>
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<tr>
<td>Is the food stored on pallets or shelves 4 to 6 inches off the floor?</td>
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<td></td>
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</tbody>
</table>

### REFRIGERATOR & FREEZER AREA

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there ice crystals on the food?</td>
<td></td>
<td></td>
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<tr>
<td>Is there ice build up in the freezer?</td>
<td></td>
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<tr>
<td>Is there mold in the freezer or refrigerator or on the seals?</td>
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<tr>
<td>Is the refrigerator and freezer working properly?</td>
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<td></td>
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<tr>
<td>Are all thermometers working properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVENTORY</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Do the freezers and refrigerators have an internal thermometers in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>addition to the external thermometers?</td>
<td></td>
<td></td>
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<tr>
<td>Are they using food with oldest date first? (FIFO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is food stored in a manner that facilitates accuracy and ease of</td>
<td></td>
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<tr>
<td>inventory? (Like products are kept together)</td>
<td></td>
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<tr>
<td>Does food appear to be in good condition?</td>
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<tr>
<td>Are any cans free of leaks, bad dents or rust?</td>
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<td></td>
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<tr>
<td>Do they have any aging commodities on hand?</td>
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<tr>
<td>Does any food show abnormal color or smell foul?</td>
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<tr>
<td>Are they utilizing their commodities within a 6 months?</td>
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<tr>
<td>Is there a commodity product with a pack date of two years or more?</td>
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<tr>
<td>If so, have they checked it to see if it is still acceptable for human</td>
<td></td>
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<tr>
<td>consumption?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMPERATURE &amp; PEST CONTROL</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Are the temperatures in the proper range?</td>
<td></td>
<td></td>
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<tr>
<td>Is there a wall thermometer?</td>
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<tr>
<td>Is there debris that may attract pests?</td>
<td></td>
<td></td>
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<tr>
<td>Are all thermometers working properly?</td>
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<td></td>
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<tr>
<td>Is there a Pest Control Chart on a clipboard in the storage areas?</td>
<td></td>
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<tr>
<td>Is there a Temperature Chart posted on a clipboard or directly on</td>
<td></td>
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<tr>
<td>freezer(s), refrigerator(s) &amp; dry storage areas?</td>
<td></td>
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<tr>
<td>Are temperatures recorded daily in dry storage, freezer and</td>
<td></td>
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<tr>
<td>refrigerator areas? If not, at least 5 days per week?</td>
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<tr>
<td>HEALTH &amp; FIRE INSPECTIONS</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Is this agency inspected by the Fire Dept.?</td>
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<tr>
<td>What was the DATE &amp; STATUS of the last inspection?</td>
<td></td>
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<tr>
<td>Is this agency inspected by the Health Dept.?</td>
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<tr>
<td>What was the DATE &amp; STATUS of the last inspection?</td>
<td></td>
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<tr>
<td>Are all fire extinguishers up to date?</td>
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<tr>
<td>Soup Kitchens: Is the hood vent inspection up to date?</td>
<td></td>
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<tr>
<td>Are Soup Kitchens and other congregate feeding places using separate</td>
<td></td>
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<tr>
<td>cutting boards or sanitizing them properly between cuttings?</td>
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<tr>
<td>Are hot foods being kept above 140 and cold foods kept below 41 degrees?</td>
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