



PRE-APPROVAL SITE VISIT CHECKLIST

TAKE THE TEST! Could you pass this routine inspection?

For each violation, there is a Plan of Corrections 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	YES	NO	N/A
Is sign posted at doorway with Days and Hours of Operation? Is the Non-discrimination statement on the sign?			
Is the agency checking client's name against a spreadsheet, agency issued ID, or any other system to track the number of clients served? Do they have a website?			
Is the agency a Choice Pantry?			
Is the agency on a public transportation route?			
Does the agency offer healthy options or dietary needs?			
Does the agency advertise in a newspaper, on the radio or any other type of media?			
Does the agency have a refrigerated truck?			
How many volunteers do they have?			
STORAGE SPACE	YES	NO	N/A
Are there roof leaks?			
Are there holes in the walls?			
Is any storage area overcrowded?			
Does the door need a door sweep?			
Is the storage space in good condition?			
Are there puddles of water on the floor?			
Are the shelves rusty or in need of repair?			
Are there non-food items stored above the food?			
Are there gaps around the windows or missing screens?			
Are the storage rooms locked to safeguard against theft?			
Is the food stored away from the wall at least 3 inches?			
Is there adequate ventilation/air circulation in all storage areas?			
Is the food stored on pallets or shelves 4 to 6 inches off the floor?			
REFRIGERATOR & FREEZER AREA	YES	NO	N/A
Are there ice crystals on the food?			
Is there ice build up in the freezer?			
Is there mold in the freezer or refrigerator or on the seals?			
Are the refrigerator and freezer working properly?			
Are all thermometers working properly?			

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