

END OF YEAR SANITATION/FACILITIES CHECKLIST

SCHOOL NAME: IPREP

LOC#: 2581

FOOD SERVICE COORDINATOR: ELENO PERNA

DATE: 6/9/14

	Completed	
	YES	NO
REFRIGERATORS & FREEZERS (Free Standing & Walk-In Units)		
All are empty and cleaned, including racks, shelves, gaskets, surfaces, and equipment is left powered on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BEVERAGE COOLERS		
All are empty, cleaned and unplugged. Wash boxes inside/out, and clean gaskets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICE MACHINE & ICE CREAM FREEZER		
Cleaned inside/out, including gasket. Turned off and left empty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRODUCTION AREA		
1. Ovens and steamers cleaned (racks, doors, gaskets, legs, outside surface).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Worktables and drawers cleaned and organized (surface, shelves and legs sanitized).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Electric can openers unplugged. Can opener blades and unit cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Slicer, chopper and Robot Coupe thoroughly cleaned and unplugged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Mixer, bowls and utensils cleaned, outside surface cleaned, and floor underneath mixer cleaned. Mixer unplugged, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Ice caddies cleaned inside and out, including wheels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Mobile food carts and salad bar thoroughly cleaned (wells, sneeze guard, wheels, entire surface).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Scales, beverage & salad dressing dispensers, & cutting boards thoroughly cleaned and sanitized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Vertical cutter cleaned including individual parts, gasket, legs and unplugged, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Pots, pans and utensils thoroughly cleaned (edges, corners, underside and handles).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. All spices and open food items properly stored and labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Storage bins cleaned and labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Utility carts, shelving units and racks are cleaned (legs, wheels and underneath).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SERVING AREA(S)		
1. Serving lines thoroughly cleaned (wells, compartments, sneeze guard, underneath tray rails, legs).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Cash register stand(s) thoroughly cleaned (including wheels and legs).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Cash registers and key pads cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STORAGE AREA(S)		
1. Shelves are thoroughly cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Cleaning and food supplies are stored separately and organized. Minimum of 6" clearance underneath.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. All carts, equipment and boxes are stored neatly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. All perishable food items have been depleted (produce, milk, bread).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FACILITIES (All Areas: Kitchen, Serving, Office, Storage, Bathroom, etc.)		
1. Floor is swept, mopped clean and dry. Floor drains are cleaned and free flowing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walls, windows and sills are clean and dry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. All sinks cleaned inside/out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. All fans are cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Garbage cans are cleaned. Brooms and mops stored off the floor (with heads up).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Receiving and dumpster areas are cleaned (lids closed).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BATHROOM AREA(S)		
1. Toilet(s) are cleaned and sanitized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Sink(s) and mirrors are clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Lockers/shelves are cleaned and left empty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OFFICE AREA		
1. Office is organized. Desk and bulletin boards are clutter free.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Current year's records are properly organized and filed away.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Record retention form is completed for old files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Computer, computer station and telephone are cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>


 Manager/Satellite Assistant's Signature


 Principal/Administrative Designee Signature