

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 716-AR-7. CAFETERIA INSPECTION CHECKLIST

School Name: \_\_\_\_\_ Date/Time Of Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

<u>Condition</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>	<u>Comments For Facilities/Maintenance</u>
<b>Building Exterior</b>			
1. Garbage storage area	_____	_____	_____
2. Garbage handling system	_____	_____	_____
3. Perimeter walls	_____	_____	_____
4. Perimeter windows/openings	_____	_____	_____
5. Roof areas	_____	_____	_____
6. Parking lot and/or drainage areas	_____	_____	_____
7. Weeds and surrounding landscape	_____	_____	_____
8. Rodent-proofing	_____	_____	_____
9. Other	_____	_____	_____
<b>Building Interior</b>			
1. Walls	_____	_____	_____
2. Floors	_____	_____	_____
3. Ceilings	_____	_____	_____

**Building Interior (cont'd)**

- 4. Floor drains \_\_\_\_\_
- 5. Lighting \_\_\_\_\_
- 6. Ventilation/air handling equipment \_\_\_\_\_
- 7. Other \_\_\_\_\_

**Food Storage**

- 1. Dry food storage area \_\_\_\_\_
- 2. Damaged/spoiled dry food \_\_\_\_\_
- 3. Empty container storage \_\_\_\_\_
- 4. Refrigerated areas \_\_\_\_\_
- 5. Overall sanitation \_\_\_\_\_
- 6. Other \_\_\_\_\_

**Food Preparation/Distribution Areas**

- 1. Counter and surface areas \_\_\_\_\_
- 2. Food serving lines \_\_\_\_\_
- 3. Spaces around appliances/equipment \_\_\_\_\_
- 4. Other \_\_\_\_\_

**Other Kitchen Areas**

- 1. Dishwashing areas \_\_\_\_\_
- 2. Garbage/trash areas \_\_\_\_\_
- 3. Tray return area \_\_\_\_\_
- 4. Storage area for pots/pans/plates \_\_\_\_\_
- 5. Other \_\_\_\_\_

**Utility Areas and Bathroom**

- 1. Sinks and toilets \_\_\_\_\_
- 2. Custodian's closet/work area \_\_\_\_\_
- 3. Other \_\_\_\_\_

**Lunchroom Area**

- 1. Tables/chairs \_\_\_\_\_
- 2. Office areas \_\_\_\_\_
- 3. Vending machine area \_\_\_\_\_
- 4. Other \_\_\_\_\_

Recommendation to cafeteria employees to aid in pest prevention: \_\_\_\_\_  
\_\_\_\_\_

This report reviewed by: \_\_\_\_\_  
Name Title

This report reviewed on: \_\_\_\_\_  
Date

Action taken: \_\_\_\_\_