



FOOD BANK OF DELAWARE SITE VISIT INSPECTION GUIDELINES

Please read the following information to prepare your site for the inspection visit:

Food Safety

- Are agency representative(s) certified to handle food, i.e. do they have food handling or ServSafe certification(s)?
- Are the ServSafe Certificate(s) displayed in plain view and current?

General Cleanliness

- Walls, baseboards, floors, doors & door handles, ceilings, tables, food racks, shelving, lighting clean and sanitary.
- All food contact areas clean & sanitary.
- No standing water.
- Garbage cans lined and covered with lids, inside and outside of building.
- Mops & brooms clean and in good repair – mops stored off the floor.
- Ensure there is a cleaning schedule established listing the necessary frequency of cleaning for each location. Floors, including under pallets, should be swept and cleaned at least monthly. Floors in high traffic areas require regular cleaning. Area soiled by spillage or breakage must be cleaned immediately. Broken pallets should be discarded and dirty pallets cleaned.

Facility

- Sufficient lighting - lights shielded and shatter proof.
- Windows tightly screened.
- Outside perimeter free of excess debris.
- Hot water available in all sinks within 20 seconds.
- Liquid soap and single use paper towels readily available.
- Keeping doors, windows and roofs well sealed to prevent pest entry and water damage.

Pest Control

- No evidence of droppings, bodies or live pests.
- Pest Control plan in place.

Restrooms

- Clean & sanitary including walls, floors, ceilings, toilets and sinks.
- Supplies fully stocked.
- Sign or poster in plain view instructing staff and volunteers to wash hands.

Storage

- Keeping all food 6" off floor, stored on pallets, platforms or shelves.
- Keeping all food 6" away from walls. This promotes air circulation and accommodates pest control.
- All nonperishable foods labeled with date they entered the facility.
- Demonstrate "first in – first out" principles.
- All food covered to prevent contamination.
- All bulk items stored without a scoop inside.
- All chemicals stored away from food items, properly packaged and labeled.
- Nonperishable storage no more than 85 degrees.
- Keeping all non-food items separate from food. Toxic items (soap, bleach, cleaning supplies, etc) must be kept away from food items.

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Refrigerator/Freezers

- Thermometers in all refrigerators and freezers.
- Refrigeration must not exceed 41 degrees. Freezers must not exceed 32 degrees.
- Raw, uncooked foods stored below any ready to eat food.
- All products labeled with “use-by” or “made-by” dates.
- Knowledge of how to thaw frozen food; from freezer to cooking temperatures.

Food Preparation

- Are food preparers prohibited from smoking while preparing food?
- Are cutting boards in good condition and free of excessive deep cuts or other openings that would allow for bacterial growth?
- Utensils clean and stored away.
- Food preparers use gloves and protective head covering.
- Can Opener, microwave, hood and exhaust system clean and free of food debris and dust.