

Food Bank of Northwest Louisiana

STORAGE SITE REVIEW

Self Inspection Checklist

1. Site Name: _____ Date of Review: _____
2. Site Address: _____
 City: _____ State: _____ Zip: _____
3. Name of Responsible Official Completing Form: _____
 Title: _____
4. Signature of Responsible Official Completing Form: _____
5. Site Telephone Number: _____ Alternate Telephone Number: _____

Place an "X" in the proper column for "Yes" and "No" answers. Indicate "NA" for all items either not observed at time of review or not applicable. Explain all appropriate "No" answers.

- | | YES | NO |
|--|-------|-------|
| 6. STORAGE FACILITIES AND PRACTICES | | |
| a. Are dry, cool and freezer type storage facilities adequate for the program?
(Sufficient space available for storage, freezers available when needed, proper temperature maintained for dry and cool storage, etc.) | _____ | _____ |
| b. Is storage area clean and orderly? | _____ | _____ |
| c. Are Health Inspections in files? (Applies to agencies that prepare meals) | _____ | _____ |
| d. Are there safeguards against theft and damage? | _____ | _____ |
| e. Are measures taken to prevent insect, rodent, bird and other animal infestation? | _____ | _____ |
| f. Is food being handled on a first in/first out basis? (Cases/containers marked with date received) | _____ | _____ |
| g. Are there sufficient pallets and shelves available so that food can be stacked off the floor and away from walls to allow air circulation? (At least four inches) | _____ | _____ |
| h. Is there more than a six-month supply of any USDA commodity on hand? | _____ | _____ |
| i. Has the food bank been notified of the excess? | _____ | _____ |
| j. Have there been any commodity losses?
(1) If "YES" have losses been due to: ___Age ___Damage ___theft ___Spoilage ___Other
(2) Have losses been reported to the Food Bank? | _____ | _____ |
| k. Are temperature logs maintained on coolers and/or freezers?
(1) Temperatures on day of review: Dry _____ Cooler(s) _____ Freezer(s) _____ | _____ | _____ |

- | | YES | NO |
|---|-------|-------|
| 7. RECORDS AND REPORTS | | |
| a. Are the following documents available in files?
(1) Current USDA Agreement
(2) Current Food Bank Agreement
(3) Food Bank food invoices or receipts
(4) Client Applications
(5) Distribution List(s) | _____ | _____ |
| b. Are records held for required period? | _____ | _____ |
| c. Are reports submitted to the Food Bank on prescribed due dates? | _____ | _____ |

8. COMMENTS / REMARKS
