

Weekly Cafeteria Inspection Form:

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets

- Plates and receptacles intact.
- Outlets functional.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Equipment operational and in good repair (e.g. refrigerator, stove, microwave, etc.)

Emergency Signage

- Fire exit route map posted and visible.

Roll Down Shutters

- Operational and in good repair.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.

Equipment and Appliance cleaning

- Weekly thorough cleaning of equipment and appliances has been completed.

Inspection Certificates

- A current permit from the local health authority should be posted in a visible area.
- Current records confirming name of the Pest Control Operator, location and type of pest control measures used and frequency of application and monitoring.

Housekeeping

Facility is maintained and cleaned in an acceptable manner

- Cleanliness
 - Unnecessary clutter which does not provide adequate work space.
 - No obvious hygiene problems.
 - Equipment is maintained and cleaned in an acceptable manner.
 - Facility is free of conditions that create a nuisance.
 - Written procedures for safe and sanitary operation of the facility are being maintained.
 - Waste products and recyclables are adequately handled and disposed of.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).

- Items, especially food products, safely and appropriately stored.
- Cupboards are reasonably organized.
- Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate situations where one power bar is plugged into another).

Ceiling Tiles

- In place and in good condition.
- Not painted or covered in combustible material.
- No items hanging from ceilings.

Entrance/Exit Door

- Clear of any obstructions
- Not decorated with combustible materials.
- Doors open and close properly

Insects / Rodents / Pests

- Inspect bait boxes, traps and sticky strips. If product or material renewal is required call the Facilities Department for assistance.
- If any pests, rodents or insects have been noticed follow stringent cleaning and food storage practices.
- If problem persists, contact the Facilities Department

Other

- Please include any additional items as required.