

Agency Food Safety Self-Assessment - Food Pantry

Name of Agency	Date of Assessment

SECTION 1: FOOD STORAGE	YES	NO	Comments/ Corrective Actions
1. Are canned foods in acceptable condition? (no swollen, leaking, or rusted)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are home canned foods accepted?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Packaged foods are in acceptable condition?	<input type="checkbox"/>	<input type="checkbox"/>	
4. All baby formula/food is within expiration date?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All food products stored (≈ 6") off the floor on racks or shelves?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all food products properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the dry storage room clean, organized, and well-ventilated? (Ideally 50-70° F)	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are foods being rotated first in, first out/expired (FIFO or FEFO)?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are non-food items stored in designated shelving?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are all chemicals (whether being used or distributed) properly labeled and stored away from food products? (Chemicals must be stored separately or below food or food related items)	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: TEMPERATURE CONTROL	YES	NO	Comments/ Corrective Actions
11. All freezers hold food at 0° F or below?	<input type="checkbox"/>	<input type="checkbox"/>	
12. All coolers hold food at 41° F or below?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are there accurate thermometers in each freezer and cooler?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Cooler and freezer temperatures are consistently documented?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are foods stored to properly to avoid potential cross-contamination? (i.e. raw below ready to eat foods)	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is product stacked to allow adequate circulation around edges and sides?	<input type="checkbox"/>	<input type="checkbox"/>	

17.	Freezer and coolers are clean and in good repair (gaskets/seals)?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	If perishable food is transported in unrefrigerated vehicles are passive devices (coolers w/ice packs, thermal blankets) used?	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Are transportation vehicles clean and in good condition to prevent any potential for cross-contamination?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: PERSONNEL		YES	NO	Comments/Corrective Actions
20.	Have staff/volunteers received food safety training (such as ServSafe Food Handler Guide for Food Banking or equivalent)?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Staff/volunteers practice proper hygiene (i.e. handwashing, no eating/drinking/smoking)?	<input type="checkbox"/>	<input type="checkbox"/>	
22.	If applicable, are disposable gloves available for staff/volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Staff/volunteers are in good health and are not working with flu-like symptoms (i.e. vomiting, diarrhea, fever)?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 4: SANITARY FACILITIES		YES	NO	Comments/Corrective Actions
24.	Are the restrooms clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Is a hand sink provided and accessible for handwashing only?	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Is the hand sink able to produce warm/hot water (~100°F)?	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Are paper towels provided in a dispenser or a working hot air dryer?	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Is hand soap provided in dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Is toilet paper provided in a dispenser?	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Are there covered waste bins in the restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Are signs posted to remind staff to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 5: FACILITY DESIGN & MAINTENANCE		YES	NO	Comments/ Corrective Actions
32.	Do doors and windows seal tightly?	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Are the walls, ceilings, and floors clean and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Are all doors and outer openings closed when not in use OR screened when open?	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Is the building free of any exposed pipes leaking or dripping condensation on products?	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Is the lighting shielded or somehow protected from breakage in food areas?	<input type="checkbox"/>	<input type="checkbox"/>	
37.	Is the lighting working and adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 6: PEST CONTROL		YES	NO	Comments/ Corrective Actions
38.	Does a licensed pest control company provide service?	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Is a pest control sighting log being used and is kept with the pest control service reports?	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Is the pantry and surrounding areas free of pests or evidence of pests? If evidence of pests is found, call a pest control professional immediately	<input type="checkbox"/>	<input type="checkbox"/>	
41.	Are pesticides stored away from food storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	
42.	Is rodent bait used inside the building?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 7: GARBAGE & OUTSIDE GROUNDS		YES	NO	Comments/ Corrective Actions
43.	Are garbage containers in good condition, clean and covered?			

		<input type="checkbox"/>	<input type="checkbox"/>	
44.	Is the garbage enclosure and area around the building kept clean and free of debris?	<input type="checkbox"/>	<input type="checkbox"/>	
45.	Are weeds and grass cut and kept at least two feet away from the edge of the building?	<input type="checkbox"/>	<input type="checkbox"/>	