

Kitchen, Cafeteria, and Storage Area Inspection Form

INSPECTION – As needed: Date of inspection _____	Completed	Action Points
Nonslip kitchen mats/anti-fatigue mats and the floor beneath them are cleaned and rinsed well. Both the floor and mats are allowed to dry before replacing mats.		
Monitoring devices such as sticky traps and rodent traps are checked often.		
Monitoring devices holding pests are emptied or safely disposed of.		
Incoming food shipments and dry goods are inspected for pests or evidence of pests.		
Stored food is used according to a first in, first out rotation.		
Canned food is stored by container and not in the original cardboard case or packaging.		
Inspection for evidence of pests is practiced consistently.		
Storage rooms or walk-in coolers are inspected consistently.		
Countertops, workspaces, and shelves in kitchen area are kept clean; this includes “legs” and “feet” supporting workspace.		
Mops and buckets are cleaned and stored to facilitate drying between use.		
Record-keeping notes (on clipboard or software) are kept up to date and show good communication between staff and prompt response to pest activity.		
Staff is encouraged to pursue a high level of sanitation and active monitoring of pest activity.		
<i>Notes:</i>		

INSPECTION – Monthly: Date of inspection _____	Completed	Action Points
Floor drains are inspected for clogs.		
Floor drains are cleaned with a brush as needed and retain a water barrier—but are not blocked.		
Floor drains are covered with screening and these devices are checked for damage (repaired as needed).		
Water pipes are inspected for dripping/sweating; efforts are taken to reduce.		
Water pipes are insulated to reduce moisture and prevent puddling on the floor.		
Refrigerator overflow trays are emptied of water and kept clean.		
Areas under appliances and equipment are cleaned of dust, debris, and grease.		
Equipment is on casters and is moved for cleaning.		
Areas under and behind equipment are inspected for standing water.		
Shelving units are at least 6 inches off the floor and away from the wall; units are clutter-free.		
Cooking units are clean and free of grease and food debris.		
Garbage cans are kept clean, rinsed as needed, and lined with plastic bags.		
Kitchen carts—shelves, wheels, and wheelbases—are kept clean.		
Recyclables are rinsed out before storing.		
Utensil drawers are clean and kept free of crumbs.		
INSPECTION – Quarterly: Date of inspection _____	Completed	Action Points
Doors and windows are inspected for holes or cracks in seals or caulking, and repaired promptly.		
Electrical outlets and plate covers are inspected, gaps are filled in to create a tight fit.		
Duct work is inspected for gaps and sealed or otherwise repaired.		
Vending machines are moved and area below is cleaned.		
Weather strips and door sweeps are inspected and kept in good condition.		