



Storage Facility Self-Evaluation
Complete by February 1- Keep on file

FORM MUST BE DUPLICATED FOR MULTIPLE SITE REVIEWS

Name of School District/ Private School/ RCCI:

Telephone:

Address:

A. Facility Review

- 1. Does storage space appear to be of adequate size in a stable secure structure? Yes No
- 2. Is storage space sanitary and free from rodent, bird, insect and other animal infestation? Yes No
- 3. Are commercial and USDA foods of the same kind stocked and spaced to permit easy Identification and provide accountability? Yes No
- 4. Are commercial and USDA foods stored off the floor and on pallets or shelves to allow for proper ventilation and easy inventory? Yes No
- 5. Are commercial and USDA foods stored at least eighteen inches from any walls and at least one foot from the ceiling? Exception: Non-warehouse sites such as small storage rooms are allowed a one-inch separation from the wall. Yes No
- 6. Are commercial and USDA foods stacked to prevent damage from excess weight on bottom layers? Yes No
- 7. Are out-of-condition foods stored separately? Yes No
- 8. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate foods in storage? Yes No
- 9. Are safeguards taken to prevent commercial and donated foods from theft? Yes No
- 10. Is your storage area maintained in a way that prevents accidents? Yes No
- 11. Are required local/state health inspection certificates on file? Yes No
- 12. Is there a current HAACP plan and training manual on site? Yes No

B. Commercial and Commodity Utilization

- 1. Per food type, is the agency utilizing commercial and USDA foods on a first-in first-out basis (FIFO)? Yes No
- 2. Are USDA foods requested and accepted only in such quantities that can be used without waste? Yes No
- 3. Identify all commodities on hand that exceed a six-month supply and attach justification. Yes No

Product	Pack Size	Pack Date	Amount in Excess	Will Increase Usage	Donate	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	



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C. Temperature Control Review

- 1. Do you have accurate thermometers in place? Yes No
- 2. Are dry storage areas maintained between 50 degrees F. and 70 degrees F.? Yes No
- 3. Are refrigerated storage areas maintained at a temperature between 32 degrees F. and 40 degrees F.? Yes No
- 4. Are the freezer storage areas at a temperature of 0 degrees F. or below? Yes No
- 5. Are daily temperature readings recorded for all cold storage facilities? Yes No
- 6. Are all perishable items stored at the temperature listed on the food product case? Yes No

D. Inventory Records Review

- 1. Is your site maintaining an inventory system? Yes No
- 2. Physical inventory taken:
Monthly Quarterly Annually
- 3. If using a commercial facility for storage of commercial and USDA foods, are adequate inventory control methods in place? Yes No
- A. If yes, has commercial facility been inspected in the last twelve months? Yes No

E. Comments

I hereby certify that all of the information, to the best of my knowledge, is true and correct.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

PRINT NAME OF AUTHORIZED REPRESENTATIVE

TELEPHONE

Please keep this report on file for your records.