



FOOD BANK
OF NORTHEAST GEORGIA

Inspection Readiness Checklist

Upcoming Inspection Date: _____

Upcoming Inspection Time: _____

Who needs to attend? _____

Previous visit issues? _____

Food Pantry

- Is food 1+ inches from the wall?
- Is food 6+ inches off the ground?
- Are you limiting cardboard by removing food from their boxes?
- Are you following the FIFO method when storing food?
- Are you moving food within 60 days of receiving it?
- Are you discarding cans that have rust that you can't wipe off or severe dents?
- Do you have your current-year Civil Rights and ServSafe Food Handler Training Certificates?
- (If applicable), do you have a copy of your Member-To-Member Food Sharing Agreement(s)?
- Are your refrigerators/freezers clean?
- Do your refrigerators/freezers have thermometers?
- Are you leaving space in your fridge/freezer units for proper airflow/cooling?
- Are you keeping a Weekly Temperature Log of all your fridge/freezer units and non-climate controlled storage?
- Do you keep a Pest Control Log?
- Do you have your current-year Member Contract?
- Do you have a Volunteer Training Log?
- (If applicable) Do you have a copy of your Third Party Site Agreement(s)?

On Premises Meals

- Is your Food-Prep space clean?
- Do you have a physical meal tracker?
- If you are using a freezer or fridge in this location, are you keeping it clean? Does it have a thermometer? Are you keeping a weekly temperature log?



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USDA/TEFAP

- Do you have a Notice of Beneficiary Rights (if applicable)?
- Do you have the And Justice For All poster?
- Are you using the TEFAP Distribution Records?
- Are your TEFAP forms organized by date and distribution?
- Are your TEFAP forms fully completed?
- Are USDA foods separate from other program and non-program food in your Food Pantry, freezers, and refrigerators?
- Are shelves/units storing USDA foods labeled in your Food Pantry, refrigerators, and freezers?
- If you provide On Premises Meals, do you have a physical meal tracker recording all meals made with any amount of USDA food?

GNAP *(only applies to active distribution periods)*

- Do you have a copy of your GNAP MOU?
- Are your GNAP forms fully completed?
- If you provide On Premises Meals, do you have a physical meal tracker recording all meals made with any amount of GNAP food?
- Are GNAP foods separate from other program and non-program food in your Food Pantry, freezers, and refrigerators?
- Are shelves/units storing GNAP foods labeled in your Food Pantry, refrigerators, and freezers?

Senior Staples

- Do you have a copy of your Senior Staples Distributor Agreement?
- Are your Senior Staples forms organized and separate from other forms?