

# Food Service Checklist

Name: Educational Center for the Arts IAQ Team

School: 55 Audubon Street, New Haven, CT 06510

Room or Area: ALL Date Completed: 10-23-2026

Signature: Todd A. Solli

### Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
   - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
   - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

## 1. COOKING AREA

| | | Yes | No | N/A |
|---|---|---|---|---|
| 1a. | Determined that local exhaust fans operate properly (note if fans are excessively noisy) | ❑ | ❑ | ☒ |
| 1b. | Checked for odors near cooking, preparation, and eating areas | ❑ | ❑ | ☒ |
| 1c. | Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning | ❑ | ❑ | ☒ |
| 1d. | Determined that gas appliances function properly | ❑ | ❑ | ☒ |
| 1e. | Verified that gas appliances are vented outdoors | ❑ | ❑ | ☒ |
| 1f. | Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used | ❑ | ❑ | ☒ |
| 1g. | Ensured that kitchen is clean after use | ❑ | ❑ | ☒ |
| 1h. | Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae) | ❑ | ❑ | ☒ |
| 1i. | Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application | ❑ | ❑ | ☒ |
| 1j. | Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas) | ❑ | ❑ | ☒ |

## 2. FOOD HANDLING AND STORAGE

| | | | | |
|---|---|---|---|---|
| 2a. | Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains) | ❑ | ❑ | ☒ |
| 2b. | Stored leftovers in well-sealed containers with no traces of food on outside surfaces | ❑ | ❑ | ☒ |
| 2c. | Ensured that food preparation, cooking, and storage practices are sanitary | ❑ | ❑ | ☒ |
| 2d. | Disposed of food scraps properly and removed crumbs | ❑ | ❑ | ☒ |
| 2e. | Cleaned counters with soap and water or a disinfectant (according to school policy) | ❑ | ❑ | ☒ |
| 2f. | Swept and wet mopped floors | ❑ | ❑ | ☒ |

## 3. WASTE MANAGEMENT

| | | | | |
|---|---|---|---|---|
| 3a. | Selected and placed waste in appropriate containers | ❑ | ❑ | ☒ |
| 3b. | Ensured that containers' lids are securely closed | ❑ | ❑ | ☒ |
| 3c. | Separated food waste and food-contaminated items from other wastes, if possible | ❑ | ❑ | ☒ |
| 3d. | Stored waste containers in a well-ventilated area | ❑ | ❑ | ☒ |
| 3e. | Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds) | ❑ | ❑ | ☒ |

## 4. DELIVERIES

| | Yes | No | N/A |
|---|---|---|---|
| 4a. Instructed vendors to avoid idling their engines during deliveries | ❑ | ❑ | ☒ |
| 4b. Posted a sign prohibiting vehicles from idling their engines in receiving areas | ❑ | ❑ | ☒ |
| 4c. Ensured that doors or air barriers are closed between receiving area and kitchen | ❑ | ❑ | ☒ |



## NOTES

No Food Services from this location