

Food Service Checklist

Name: Early Head Start IAQ Team

School: 300 Washington Street, Middletown, CT 06457

Room or Area: ALL Date Completed: 10-21-2026

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 at this location

See Walkthrough Checklist for further details.