

HAYWOOD COUNTY SCHOOLS
KITCHEN INSPECTION FORM (Monthly)

School: _____

Location Inspected: _____

ITEMS	Score (1-10)
HOUSEKEEPING	0
Floors dry-free of grease and spills	
Ovens free of grease and particle build-up	
Range tops free of grease	
Hoods/filters free of grease	
Walkways and halls free of clutter and obstructions	
Dry hot pads available - clean and free of grease	
Chemicals/Cleaners stored in original containers or easily identified	
Chemicals/Cleaning Agents stored separately and area well marked	
MSD Sheets readily available to all employees	
Heavier items stored on lower shelves	
Grease trays emptied after each use	
Combustible materials stored separately from heat sources	
Work areas clean and free of clutter	
Floor mats in safe, flat and dry working condition	
KITCHEN AREA	0
Electrical cords in good condition	
No overloading of electrical outlets	
Gas equipment working properly	
Gas odors not evident	
Carts in good working order	
Floors in good repair	
Fire extinguisher inspections up to date	
Fire escape route posted	
Equipment free of leaks	
Floor drains working properly	
Cooler and freezer gaskets working properly - no water or ice patches	
Walk-in floors in good repair	
WORK HABITS	0
Equipment unplugged for cleaning	
Care taken when using water near floor outlets	
Knives stored separately with handle down	
Knives washed separately	
All safety guards in place on equipment	

All employees thoroughly trained on use of equipment	
Hair restrains worn by all employees	
Slip resistant leather shoes worn by employees	
Individual work areas kept clean	
Hands dry when disconnecting equipment	
Disconnecting electrical plugs done properly	
Pot handles turned inward on cooktops	
Team lift used on heavy containers of food	
Spills cleaned immediately	
On steam line pans swapped not refilled	
Proper precautions used in lighting pilot	
Always participate in school fire drills	
All employees trained on fire extinguisher use	
No loose jewelry	
Proper removal of lids from containers	
Proper lifting techniques in use	
Total Score	0
Possible Score	470
% of Possible Score	
Inspected By:	
Date:	