

Food Bank of Northern Nevada  
Site Visit Inspection Guidelines

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Please read the following information to prepare your site for your annual visit:

**FOOD SAFETY**

- Are agency representative(s) certified to handle food, i.e. do they have Food Handler's card(s) or Restaurant Manager's Card(s)?
- Are the Food Handler's or Restaurant Manager's card(s) displayed in plain view?

**GENERAL CLEANLINESS**

- Walls, baseboards, floors, doors and door handles, ceilings, tables, food racks, shelving clean and sanitary.
- All food contact areas clean and sanitary.
- No standing water.
- Garbage cans covered with lids, inside and outside of building.
- Mops and brooms clean and in good repair – mops stored off the floor.

**FACILITY**

- Sufficient lighting – lights shielded and shatter proof.
- Windows tightly screened.
- Outside perimeter free of excess debris.
- Hot water available in all sinks within 20 seconds
- Liquid soap and single use paper towels readily available.

**PEST CONTROL**

- No evidence of droppings, bodies or live pests.

**RESTROOMS**

- Clean and sanitary including walls, floors, ceilings, toilets and sinks.
- Supplies fully stocked.
- Sign or poster in plain view instructing staff and volunteers to wash hands.

**STORAGE**

- All nonperishable foods kept 6 inches from the floor 4 inches from the wall.
- All nonperishable foods labeled with date they entered the facility.
- Demonstrate "first in – first out" principles.
- All food covered to prevent contamination
- All bulk items stored without a scoop inside.
- All chemicals stored away from food items, properly packaged and labeled.
- Nonperishable storage no more than 85 degrees.

**REFRIGERATOR/FREEZER**

- Thermometers in all refrigerators and freezers.
- Refrigeration must not exceed 41 degrees. Freezers must not exceed 32 degrees (ideally freezer would be at 0 degrees).
- Raw, uncooked foods stored below and ready to eat food.
- All products labeled with "use-by" or "made-by" dates.
- All shelves clean

**FOOD PREPARATION**

- Are food preparers prohibited from smoking while preparing food?
- Are cutting boards in good condition and free of excessive deep cuts or other openings that would allow for bacterial growth?
- Utensils clean and stored away.
- Can opener, microwave, hood and exhaust system clean and free of food debris.
- Knowledge of how to thaw frozen food; from freezer to cooking temperatures.

