



Glades Area Food Bank

Food Distribution Site Inspection Checklist

Site: _____ Date: _____

Site Contact Person: _____ Site/Contact Phone: _____

	Logs are kept recording individuals/households receiving food with signature logs
	Food is distributed in an organized, systemic manner
	There are an appropriate number of staff/volunteers to handle food distribution
	Food is stored properly, on shelves or tables at least 6" off the floor
	Perishable food is distributed directly from refrigerator/freezer
	Food storage area is clean and orderly
	There is no evidence of insect or rodent infestation. Measures are taken to prevent.
	Food is handled on a first in/first out basis
	Facility temperature is appropriate for food storage
	Clients are treated with respect and dignity
	There is no evidence of discrimination based on race, sexual orientation, religious affiliation
	There is no evidence that food is sold, traded, bartered, or given in exchange for donations or compensation
	There is evidence that food is secured from other sources besides the Glades Area Food Bank
	Food distribution is open to the community and not exclusive to members, or clients only
	If site is already part of our food bank, records are submitted to the GI in a timely manner (by 5 th of month for previous month) on a monthly basis
Comments/Areas of Concern not noted above:	

Site is recommended to join/continue membership Yes No TBD Unsure

Signature of Observer/Site Inspector: _____ Date: _____

Signature of Site Contact: _____ Date: _____