

Food Safety Checklist:

for settings where lunchboxes are provided



Kitchenette/Room facilities (inspect the work area)

	Yes	No	N/A
1. There is access to hot and cold running water	☐	☐	☐
2. A sink is available for hand washing	☐	☐	☐
3. There is soap available for hand washing	☐	☐	☐
4. Paper towels are available for hand drying	☐	☐	☐
5. A hand washing poster is displayed at the hand washing sink	☐	☐	☐
6. A two bowl sink or dishwasher is available for washing up	☐	☐	☐
7. There is sufficient refrigerator space for storing all perishable food and sufficient space for air to properly circulate	☐	☐	☐
8. Insulated lunch bags in the fridge are all unzipped	☐	☐	☐
9. The refrigerator contains a thermometer	☐	☐	☐
<i>Record current temperature</i> _____			
10. <i>Is the temperature under the recommended limit?</i>	☐	☐	☐
11. <i>Are the fridge temperature checklists completed?</i>	☐	☐	☐
12. The freezer contains a thermometer	☐	☐	☐
13. Reheating checklists are completed accurately	☐	☐	☐
14. Thermometer calibration checklists are completed	☐	☐	☐
15. Thermometers are cleaned and sanitised after every use	☐	☐	☐
16. Dry storage areas are clean and tidy	☐	☐	☐
17. The bin has a lid and is clean	☐	☐	☐
18. The facility is free from pests	☐	☐	☐
19. There is no airborne dust able to contaminate food	☐	☐	☐
20. The dining area is cleaned and sanitised prior to mealtimes	☐	☐	☐
21. Parents are provided with information on food safety	☐	☐	☐

Comments (areas needing attention):
