

Name: Lisa Goven	
School: Burr Elementary School	
Room or Area: <u>Cafeteria/Kitchen</u>	Date Completed: 12/4/24
Signature: Live Qover	

Instructions

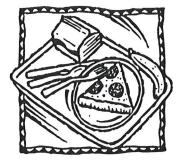
- 1. Read the IAQ
 Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 the checklist for
 future reference.
- 3. Complete the Checklist.
 - Check the "yes,"
 "no," or
 "not applicable"
 box beside each
 item. (A "no"
 response
 requires 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		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No □	N/A
	Checked for odors near cooking, preparation, and eating areas		
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	×	
	Determined that gas appliances function properly		
	Verified that gas appliances are vented outdoors		
1f.	drafting, or headaches when gas appliances are used		
	Ensured that kitchen is clean after use		
	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		,
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)		
	Stored leftovers in well-sealed containers with no traces of food on outside surfaces		
	Ensured that food preparation, cooking, and storage practices are sanitary		
	Disposed of food scraps properly and removed crumbs		
	Cleaned counters with soap and water or a disinfectant (according to school policy)SQUITIZET.SQUITIZET.		
2f.	Swept and wet mopped floors Custodians do this		
3.	WASTE MANAGEMENT		
3a.	Selected and placed waste in appropriate containers		
	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		
	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/
4a.	Instructed vendors to avoid idling their engines during deliveries	. 🗆	×	
4b.	Posted a sign prohibiting vehicles from idling their engines in			
4c.	Ensured that doors or air barriers are closed between receiving area	M		Ε



- 1c. The exhaust hood is not used unless cooking on the range griddle top.
- 3b. The compost containers have lids that are secured and the compost waste is stored outside.
- 3c. Waste is separated into compostables, fluids, recycleables, and trash.
- 3e. Dumpsters are located across the parking lot from the school building.
- 4a. Not that we are aware of.



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Food Service Checklist

Name:i	isa Goven	
School: Dwig	ght Elementary School	
Room or Area:	Cafeteria/Kitchen Date Completed: 12/10/24	
Signature:	Lisa Goven	
	V	

1. COOKING AREA

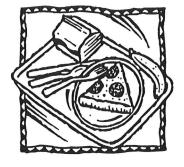
١.	COUNING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		N/A
	Checked for odors near cooking, preparation, and eating areas		
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning		
1d.	Determined that gas appliances function properly		
1e.	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, 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.	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		
	Disposed of food scraps properly and removed crumbs		
	Cleaned counters with soap and water or a disinfectant (according to school policy) Sonitizer Solution		
2f.			
3.	WASTE MANAGEMENT		
	The state of the s	_	
	Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed		
3c.	Separated food waste and food-contaminated items from other wastes, if possible		
24	Stored waste containers in a well-ventilated area		
3u.		J	J
<i>J</i> C.	vents, operable windows, and food service doors in relation to prevailing winds)		

4. DELIVERIES

4a.	Yes Instructed vendors to avoid idling their engines during deliveries	No	N/A
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		



- 1d. The gas range is not hooked up because the pilot lights keep going out which causes a gas odor.
- 1h. There is possible black mold in the kitchen office on the back wall near the ceiling.
- 1j. The left bay of the two bay sink is leaking onto the floor.
- 2f. Custodians sweep and mop the floors after lunch service.
- 3c. The cafeteria separates compostables, recyclables and trash.
- 3e. Dumpsters are well away from the school building.
- 4a. Not that we know of.
- 4c. There are windows between the receiving area and the kitchen which are opened in the warm weather. The staff smell fumes from ground maintenace mowers and blowers, but not from the delivery trucks.



Name: Lisa Goven	
School: Fairfield Ludlowe High Sch	ool
Room or Area: Cafeteria/Kitchen	Date Completed: 12/5/24
Signature: Lisa Govern	
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Instructions

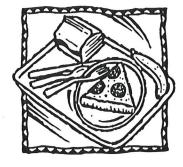
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1.	COOKING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No □	N/A
1b.	Checked for odors near cooking, preparation, and eating areas		
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning		
1d.	Determined that gas appliances function properly		
	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, 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		
1j.	method of application		
	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.	school policy) Sanitizer Solution Swept and wet mopped floors every evening by		
3.	WASTE MANAGEMENT		
3a.	Selected and placed waste in appropriate containers		
3b.	Ensured that containers' lids are securely closed		M
3c.	Separated food waste and food-contaminated items from other wastes, if possible		
3d.	Stored waste containers in a well-ventilated area		
	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to	_	_
	prevailing winds)		

4.	DELIVERIES	Ves	Nο	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	🗖	X	
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			



- 2a. There are insect remains on the sticky pads in the dry storage room.
- 3b. There are no compost bins in the cafeteria so no containers have lids. Waste is removed from the containers after lunch service.
- 3c. The cafeteria separates recyclables from waste.
- 4a. Not that we know of.
- 4b. No sign is posted.



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Food Service Checklist

Name: Lisa Goven
School: Fairfield Warde High School
Room or Area: Cafeteria/Kitchen Date Completed: 12/9/24
Signature: Qover

1. COOKING AREA

٠.	COOKING ANLA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas		
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	_	_
1.4	Determined that gas appliances function properly		
	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used	_	_
1σ	Ensured that kitchen is clean after use		_
	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	_	_
1.	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.	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		
	Disposed of food scraps properly and removed crumbs		
	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		
	Ensured that containers' lids are securely closed		X
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

4a.	Instructed vendors to avoid idling their engines during deliveries	X	
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		



- 2a. There were a small amount of mouse droppings in the office. Usually they are swept and removed in the morning.
- 2e. Counters wiped with sanitizer solution.
- 2f. Custodians sweep and mop the floors every day.
- 3b. The waste containers are emptied every lunch shift so they do not have lids.
- 4a. Not that we know of.
- 4b. There is no sign.



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Food Service Checklist

Name: Aisa Goven
School: Fairfield Woods Middle School
Room or Area: Cafeteria/Kitchen Date Completed: 12/4/24 Signature: Over
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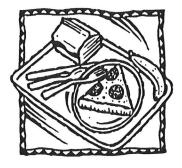
1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		N/A
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		
	Ensured that kitchen is clean after use		
	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		
	The state of the s		
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		
	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		_
2.0	school policy)		
2f.	Swept and wet mopped floors		
3.	WASTE MANAGEMENT		
3a.	Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed		
3c.		3	_
	if possible		
3d.	Stored waste containers in a well-ventilated area		
	Ensured that dumpsters are properly located (away from air intake		
	vents, operable windows, and food service doors in relation to prevailing winds)		
	L	_	_

4.	DELIVERIES	'es	Nο	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	ũ	×	
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			



- 2f. Kitchen floors are swept twice and day and mopped once.
- 3b. Only the compost containers have lids that are closed, secured, and stored outside when they contain compost waste. The other containers are emptied of waste each afternoon.
- 3c. There are separate containers for liquids, trash, recycleables, and compost.
- 4a. Not that we know of.
- 4b. There is no sign posted in the kitchen delivery area.



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Food Service Checklist

Na	ame: Lisa Goven		
	Holland Hill Elementary School		
	pom or Area: Cafeteria/Kitchen Date Completed: 12/12/24		_
RC			_
Si	gnature: Lisa Govern		
	0		
1.	COOKING AREA		
1a.	1 1	No	-
11.	checked for adam non pooling properties and esting cross	¤	
	Checked for odors near cooking, preparation, and eating areas	J	_
10.	and cleaning		×
1d.	Determined that gas appliances function properly	X	
1e.	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, back-		
1~	drafting, or headaches when gas appliances are used		
_	Checked for signs of microbiological growth in the kitchen, including	_	J
111.	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		
1;	method of application	Ч	ч
1j.	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.	0	
	Disposed of food scraps properly and removed crumbs	ā	
	Cleaned counters with soap and water or a disinfectant (according to school policy) Sonitized before + after serving		
2f.	Swept and wet mopped floors EVECY EVEC !. O		
3.	WASTE MANAGEMENT		
3a.	Selected and placed waste in appropriate containers		
3b.	Ensured that containers' lids are securely closed .Compost. bin S.o.n.		
3c.	Separated food waste and food-contaminated items from other wastes,		_
	if possible		

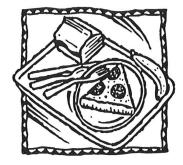
3e. Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to

4.	DELIVERIES	25
4a.	Instructed vendors to avoid idling their engines during deliveries	1
4b.	Posted a sign prohibiting vehicles from idling their engines in	

8		
(E		
	Mon	

Yes No N/A

- 1a, c. The exhaust fans and the lights in the exhaust hood are not working.
- 1d. The gas range is turned off.
- 1j. When water is released from holding in the three bay sink, it leaks at the point where it enters the grease trap.
- 4a. Not that we are aware of.
- 4b. No sign is posted.



Name: Lisa Goven	
School: Jennings Elementary School	
Room or Area: Cafeteria/Kitchen Date Completed:	12/4/24
Signature: Qover	

Instructions

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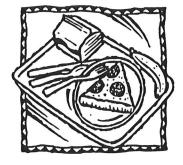
1.	COOKING AREA		
	excessively noisy)	No □	N/A
1b.	Checked for odors near cooking, preparation, and eating areas grease.		
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	×	
1d.	Determined that gas appliances function properly	×	
1e.	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used		
1g.	Ensured that kitchen is clean after use		
	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		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)		
2.	FOOD HANDLING AND STORAGE		
	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		
	Ensured that food preparation, cooking, and storage practices are sanitaryX		
	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		
	Ensured that containers' lids are securely closed		
3c.	Separated food waste and food-contaminated items from other wastes, if possible		
34	Stored waste containers in a well-ventilated area		
	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to	J	_
	prevailing winds)		

4. DELIVERIES

4a.	Instructed vendors to avoid idling their engines during deliveries	No	
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		



- 1b. There is a foul, rotten-egg smell from the Thermaco Big Dipper grease trap. Cleaning and deodorizer spray have not worked. The custodian tries to disperse the smell every morning.
- 1c. The exhaust fans are only turned on when the kitchen gets too hot.
- 1d. The gas range/oven is never used and may not even be hooked up to the gas.
- 3b. Only the compost containers have lids that are closed, secured, and stored outside when they contain compost waste. The other containers are emptied of waste each afternoon.
- 3c. There are separate containers for liquids, trash, recycleables, and compost.
- 4a. Not that we are aware of. Some trucks are too large to turn into the loading dock area and must remain behind the parked cars.
- 4b. There is no sign posted in the kitchen delivery area.



1. COOKING AREA

Name:	Lis	sa Goven		
School:	Mc	Kinley Elementary Scho	ol	
Room or	Area:	Cafeteria/Kitchen	Date Completed:	12/9/24
Signature	e:	Lisa gover	2	

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18		_	N/A
	excessively noisy)	Ľ	
	o. Checked for odors near cooking, preparation, and eating areas		
10	e. Ensured that exhaust fans are used whenever cooking, washing dishes,		
	and cleaning		
	d. Determined that gas appliances function properly		
	e. Verified that gas appliances are vented outdoors		
1:	Ensured there are no combustion gas or natural gas odors, leaks, back-		
	drafting, or headaches when gas appliances are used		
	g. Ensured that kitchen is clean after use		
11	n. Checked for signs of microbiological growth in the kitchen, including		
	the upper walls and ceiling (for example, mold, slime, and algae)		
11			
	manufacturer's directions for use, and carefully reviewed the method of application		
1		_	_
1,	stains, discoloration, and damp areas)		
	stants, disvoloration, and damp areas	_	_
2	. FOOD HANDLING AND STORAGE		
~	. TOOD HANDLING AND STORAGE		
2	a. Checked food preparation, cooking, and storage areas for signs of insects		
	and vermin (for example, feces or remains)		
21	b. Stored leftovers in well-sealed containers with no traces of food on outside	_	
	surfaces		
	e. Ensured that food preparation, cooking, and storage practices are sanitary		
	d. Disposed of food scraps properly and removed crumbs		
20	e. Cleaned counters with soap and water or a disinfectant (according to		
_	school policy) with Sanitizer Solution		
2:	Swept and wet mopped floors every night		
_			
3	. WASTE MANAGEMENT		
3:	a. Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed		
	Separated food waste and food-contaminated items from other wastes		
	if possible		

3e. Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to

4.	DELIVERIES	No	NI/A
4a.	Yes 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		



- 1c. The exhaust fans are turned on when the ovens are turned on each morning.
- 2a. Mouse droppings are often found in the dry storage area in the morning and are swept up. They have discarded the cardboard boxes that the mice have peed in. There is a missing and a damaged ceiling tile where the mice may be getting in.
- 3b. The compost containers in the cafeteria have lids that are secured when the compost waste is stored outside each evening.
- 3c. There are bins for liquids, recycleables, compost and trash in the cafeteria.
- 4a. Not that we know of.
- 4b. There is no sign posted.



Name:	1	isa Goven		
School:	Mil	l Hill Elementary School		
Room or	Area	Cafeteria/Kitchen	Date Completed:	12/12/24
Signature		Lisa gove		

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 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		
	excessively noisy)	No □	
	Checked for odors near cooking, preparation, and eating areas		
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	×	
	Determined that gas appliances function properly	M	
1e.	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used		
	Ensured that kitchen is clean after use		
	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	_	_
-j.	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.	surfaces		
	Ensured that food preparation, cooking, and storage practices are sanitary		
	Disposed of food scraps properly and removed crumbs		
2e.	Cleaned counters with soap and water or a disinfectant (according to school policy). Sant 1. Zer. Solution. IS USE d.		
2f.	Swept and wet mopped floors by custodians every might		
3.	WASTE MANAGEMENT		
3a.	Selected and placed waste in appropriate containers		
	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)		



- 1c. The exhaust fans over the ovens are turned on automatically when the ovens are turned on. The exhaust fans over the steamer are not often used since they make the kitchen cold. The kitchen is very cold in the morning.
- 1d. The gas range is turned off and cannot be turned on due to a gas leak.
- 3b. The compost containers have lids that are secured at night when they are stored outside.
- 3c. The cafeteria separates plastics, can/bottles, compostables and trash.
- 4a. Not that we are aware of.
- 4b. There is a sign posted at the normal receiving area. On rainy days, the custodian allows the trucks onto the playground to the kitchen door. No sign is posted at this location.



Name: _	1	isa Goven			
School:	Nor	th Stratfield Elementary	School		
Room or A	Area:	Cafeteria/Kitchen	Date Completed:	12/9/24	
Signature: Qoven					

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		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas		
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes,	-	
1.4	and cleaning	X	
	Verified that gas appliances are vented outdoors		
1f.			
	drafting, or headaches when gas appliances are used	X	
_	Ensured that kitchen is clean after use		
lh.	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	79	J
	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)		
	stains, discoloration, and damp areas)	_	J
2.	FOOD HANDLING AND STORAGE		
2a.	Checked food preparation, cooking, and storage areas for signs of insects		
-1	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	0	
	Disposed of food scraps properly and removed crumbs		
	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,		
2.1	if possible		
	Stored waste containers in a well-ventilated area		
50.	vents, operable windows, and food service doors in relation to		

4.	DELIVERIES	No	N/Δ
4a.	Yes Instructed vendors to avoid idling their engines during deliveries	X	
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		



- 1c. Exhaust fans are only on if the range is being used, which is rare.
- 1d. The gas range is rarely used because the pilot light has to be lit manually at each use.
- 1f. There is a gas odor when the range is used.
- 2f. Floors are swept & mopped every evening.
- 3b. Only the compost containers have lids that are closed, secured, and stored outside when they contain compost waste. The other containers are emptied of waste each afternoon.
- 3c. There are separate containers for liquids, trash, recycleables, cartons & compost.
- 4a. Not that we know of.
- 4b. No sign is posted.



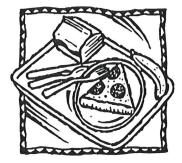
- Read the IAQ
 Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
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- 3. Complete the Checklist.
 - Check the "yes,"
 "no," or
 "not applicable"
 box beside each
 item. (A "no"
 response
 requires further
 attention.)
 - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

Food Service Checklist

Name:	sa Goven
School: Osbo	rn Elementary School
	Cafeteria/Kitchen Date Completed: 12/3/24
	Lisa Gover

1.	COOKING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/
1b.	Checked for odors near cooking, preparation, and eating areas		
	Ensured that exhaust fans are used whenever cooking, washing dishes,	,	
	and cleaning		
	Determined that gas appliances function properly		
1e. 1f.	Verified that gas appliances are vented outdoors	_	_
11.	drafting, or headaches when gas appliances are used		
1g.	Ensured that kitchen is clean after use	_	
_	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	ed	
	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)		
2h	Stored leftovers in well-sealed containers with no traces of food on outside	J	
20.	surfaces		
2c.	Ensured that food preparation, cooking, and storage practices are sanitary.		
	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		
2	WASTE MANAGEMENT	e.	
3a.	Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed		
3c.	Separated food waste and food-contaminated items from other wastes,		_
24	if possible	<u> </u>	
	Ensured that dumpsters are properly located (away from air intake	J	_
56.	vents, operable windows, and food service doors in relation to		
	prevailing winds)		

4.	DELIVERIES		NI -	NI/A
4a.	Instructed vendors to avoid idling their engines during deliveries	es	No	
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			



- 2f. Custodian sweeps and mops the floors following lunch service.
- 3b. Only the compost containers have lids that are closed, secured, and stored outside when they contain compost waste. The other containers are emptied of waste each afternoon.
- 4a. Not that we are aware of.
- 4b. There is no sign posted in the kitchen delivery area.



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- 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.

Food Service Checklist

Name: Aisa Goven School: Riverfield Elementary School
Room or Area: Cafeteria/Kitchen Date Completed: 12/10/24 Signature: Cafeteria/Kitchen Date Completed: 12/10/24
Signature.

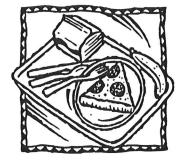
1.	COOKING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/A
	Checked for odors near cooking, preparation, and eating areas		
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning		
1d.	Determined that gas appliances function properly		
	Verified that gas appliances are vented outdoors		
1f.			
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	П	П
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include	_	_
1J.	stains, discoloration, and damp areas)	X	
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		
	Disposed of food scraps properly and removed crumbs	_	
	Cleaned counters with soap and water or a disinfectant (according to		
2f.		0	
3.	WASTE MANAGEMENT		
	N.		
	Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed	Ч	_
30.	if possible		
3d.	Stored waste containers in a well-ventilated area		_
	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)		_

4. DELIV	'ERIES
----------	--------

4a.	Instructed vendors to avoid idling their engines during deliveries	MO	
4b.	Posted a sign prohibiting vehicles from idling their engines in receiving areas	M	
4c.	Ensured that doors or air barriers are closed between receiving area and kitchen		



- 1j. Water squirts out at the faucet base of the prep sink.
- 3c. The cafeterial separates compostables, liquids, recyclables and trash.
- 4a. Not that we are aware of.
- 4b. No sign is posted.



1. Read the IAQ Backgrounder and the Background Information for this checklist.

Instructions

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 - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

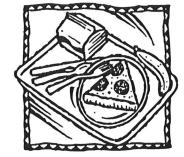
Food Service Checklist

Name: Lisa Goven
School: Roger Ludlowe Middle School
Room or Area: Cafeteria/Kitchen Date Completed: 12/5/24 Signature:
U

ı.	COOKING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/A
	Checked for odors near cooking, preparation, and eating areas		
	and cleaning		
	Determined that gas appliances function properly		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used		
	Ensured that kitchen is clean after use		
1 h. 1 i.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)		
11.	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		
	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		
	Ensured that food preparation, cooking, and storage practices are sanitary		
	Cleaned counters with soap and water or a disinfectant (according to school policy)		
2f.	Swept and wet mopped floors		
3.	WASTE MANAGEMENT		
	Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed		
3d.	if possible		
	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to		
	prevailing winds)		

4. 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	,	



Yes No N/A

- 1c. Exhaust fans are turned on when they arrive, and shut off when they leave.
- 2a. There were a lot of insect remains on the sticky pads in the dry storage room.
- 2e. Counters are cleaned with a sanitizer solution.
- 2f. Floors are swept and mopped by the custodian every evening.
- 3b. Only the compost containers have lids that are closed, secured, and stored outside when they contain compost waste. The other containers are emptied of waste each afternoon.
- 3c. Only grade 6 lunch shift has compost bins.
- 4a. Not that we are aware of.



Char	rman Elementary School
School:	Than Elementary School
Room or Area:	Cafeteria/Kitchen Date Completed: 12/13/24
Signature:	Lisa Gover

Instructions

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 Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
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 attention.)
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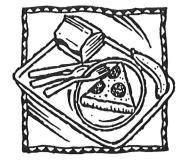
1.	COOKING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas		
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	×	
1d.	Determined that gas appliances function properly		
1e.	Verified that gas appliances are vented outdoors		
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used		
	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		
1 !	method of application	Ч	Ч
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)		
	Stored leftovers in well-sealed containers with no traces of food on outside surfaces		
	Ensured that food preparation, cooking, and storage practices are sanitary		
	Disposed of food scraps properly and removed crumbs		
2e.	Cleaned counters with soap and water or a disinfectant (according to school policy) Santizer Solution used		
2f.	Swept and wet mopped floors by custodian exery exercises		
3.	WASTE MANAGEMENT		
	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) well away trom building \ \alpha \ \alp

4.	DELIVERIES	Ves	Nο	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	🗆	M	
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			



- 1a. The exhaust fans are very noisy.
- 1c. The exhaust fans are only used when it gets too warm in the kitchen.
- 3c. The cafeteria separates compostables, recyclables, and trash.
- 4a. Not that we are aware of.
- 4b. No sign is posted.



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 response
 requires further
 attention.)
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Food Service Checklist

Name: School: Stratfield Elementary School
Room or Area: Cafeteria/Kitchen Date Completed: 12/9/24
Signature: Signature:

1. COOKING AREA

••	OOOKING AILA		
1a.			N/A
	excessively noisy)		
	Checked for odors near cooking, preparation, and eating areas		
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	×	
	Determined that gas appliances function properly		A
1e.	Verified that gas appliances are vented outdoors		×
1f.	drafting, or headaches when gas appliances are used		×
1g.	Ensured that kitchen is clean after use		
	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		
	Cleaned counters with soap and water or a disinfectant (according to		
	school policy)		
2f.			
	,		
3.	WASTE MANAGEMENT		
3a.	Selected and placed waste in appropriate containers		
	Ensured that containers' lids are securely closed		
3c.			_
٥٠.	if possible		
3d.	Stored waste containers in a well-ventilated area		
	Ensured that dumpsters are properly located (away from air intake	_	1
٠.	vents, operable windows, and food service doors in relation to		
	prevailing winds)	M	
		1	

4. DELIVERIES

4.	DELIVERIES /	Yes	No	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries		M	
4b.	Posted a sign prohibiting vehicles from idling their engines in receiving areas		M	
4c.	Ensured that doors or air barriers are closed between receiving area and kitchen			



- 1a. Exhaust fans are very loud.
- 1b. The Big Dipper grease trap smells badly most mornings.
- 1c. The fans are only turned on when cooking odiferous foods, such as broccoli. The are too loud to use daily.
- 1d, e, f. There are no gas appliances in the kitchen.
- 2e. The counters are cleaned with a sanitizer solution.
- 2f. The custodian sweeps and mops the floors daily.
- 3b. The lids on the compost bins are secured and the bins are placed outside each evening.
- 3c. There are compost, recyclables, liquids, cartons & trash containers in the cafeteria.
- 3e. The dumpsters are located in front of sliding windows. The kitchen opens these sliding windows in the warm weather.
- 4a. Not that we know of.
- 4b. There is no sign posted.



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Food Service Checklist

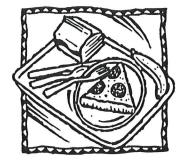
Name: Lisa Goven	
School: Tomlinson Middle School	
Room or Area: <u>Cafeteria/Kitchen</u>	Date Completed: 12/5/24
Signature: Qovern	

1. COOKING AREA

١.	COOKING AREA		
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	No	N/A
	Checked for odors near cooking, preparation, and eating areas		
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning		
	Determined that gas appliances function properly		
	Verified that gas appliances are vented outdoors		
	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, 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		
	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		
	Disposed of food scraps properly and removed crumbs		
	Cleaned counters with soap and water or a disinfectant (according to		
0.0	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		
	Separated food waste and food-contaminated items from other wastes,		
	if possible		
3d.	Stored waste containers in a well-ventilated area		
3e.	vents, operable windows, and food service doors in relation to		
	prevailing winds)		



- 1c. The exhaust hood is on an automatic timer, on at 6:30am & off at 2:30pm.
- 1j. The prep sink, near the ovens, leaks at the faucet base.
- 2a. Mouse droppings were seen behind the racks in the dry storage room.
- 2e. Counters are cleaned with a sanitizer solution.
- 2f. Floors are swept and mopped by the custodian every night.
- 3b. Only the compost containers have lids that are closed, secured, and stored outside when they contain compost waste. The other containers are emptied of waste each afternoon.
- 3c. Only grade 6 lunch shift has compost bins.
- 4a. Not that we are aware of.
- 4b. No sign is posted.
- 4c. A wide sidewalk separates the kitchen windows from the kitchen delivery area. Sometimes the windows are open during the warmer weather.



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 "no," or
 "not applicable"
 box beside each
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 response
 requires further
 attention.)
 - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

Food Service Checklist

Name: Aisa Goven School: Walter Fitzgerald Campus	
Room or Area: Cafeteria/Kitchen	Date Completed: 12/12/24
Signature: Lisa Govern	

1. COOKING AREA

1.	COOKING AREA	
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	N/A
1b.	Checked for odors near cooking, preparation, and eating areas	
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	
	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, backdrafting, or headaches when gas appliances are used	
_	Ensured that kitchen is clean after use	
	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	
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	
	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	
	Ensured that food preparation, cooking, and storage practices are sanitary	
	Disposed of food scraps properly and removed crumbs	
	Cleaned counters with soap and water or a disinfectant (according to school policy) Sanitizer Solution Swept and wet mopped floors after lunch Service	
2f.	Swept and wet mopped floors ATTER LUNCH SERVICE	
3.	WASTE MANAGEMENT	
3a.	Selected and placed waste in appropriate containers	
	Ensured that containers' lids are securely closed	X
3c.	Separated food waste and food-contaminated items from other wastes, if possible	
	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)	
		 07950

4.	DELIVERIES	NI.	BI/A
4a.	Instructed vendors to avoid idling their engines during deliveries	No □	IN/A
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		



- 3b. Did not see any compost bins which are the only containers with lids. Waste is removed from the containers after lunch service.
- 4a. The kitchen does not receive any deliveries from vendors.
- 4b. No sign is posted.