



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Child Nutrition Services  
 Old Capitol Building, PO BOX 47200  
 OLYMPIA, WA 98504-7200  
 (360) 725-6200 TTY (360) 664-3631

Keep on file

## ANNUAL STORAGE FACILITY SELF-EVALUATION

**FORM MAY BE DUPLICATED FOR MULTIPLE SITE REVIEWS**

NAME OF SCHOOL DISTRICT/PRIVATE SCHOOL/RCCI	TELEPHONE (        )
ADDRESS	CITY/STATE/ZIP

### A. FACILITY REVIEW

	YES	NO
1. Does storage space appear to be adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is storage space sanitary and free from rodent, bird, insect and other animal infestation?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are commercial and USDA commodities of a kind stocked and spaced to permit easy identification and provide accountability?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are commercial and USDA commodities stored off the floor and on pallets or shelves to allow for proper ventilation and easy inventory?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are commercial and USDA commodities stored at least eighteen inches from any walls and at least one foot from the ceiling? Exception: Nonwarehouse sites such as small storage rooms are allowed a one-inch separation from the wall.	<input type="checkbox"/>	<input type="checkbox"/>
6. Are commercial and USDA commodities stacked to prevent damage from excess weight on bottom layers?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are out-of-condition foods stored separately?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate foods in storage?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are safeguards taken to prevent commercial and donated foods from theft?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is your storage area maintained in a way that prevents accidents?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are required local/state health inspection certificates on file?	<input type="checkbox"/>	<input type="checkbox"/>

### B. COMMERCIAL AND COMMODITY UTILIZATION

1. Per food type, is the agency utilizing commercial and USDA commodities on a first-in first-out basis (FIFO)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are commodities requested and accepted only in such quantities that can be used without waste?	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify all commodities on hand that exceed a six-month supply and attach justification.		

Product	Pack Size	Pack Date	Amount in Excess	Check One	
				Will Increase Usage	Request a * Redonation

\* If requesting re-donation, copy and submit the list of excess commodities no later than December 1 to: Food Distribution Supervisor, Child Nutrition Services, OSPI.

**C. TEMPERATURE CONTROL REVIEW**

	YES	NO
1. Do you have accurate thermometers in place?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are dry storage areas maintained between 50 degrees F. and 70 degrees F.?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are refrigerated storage areas maintained at a temperature between 32 degrees F. and 40 degrees F.?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the freezer storage areas at a temperature of 0 degrees F. or below?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are daily temperature readings recorded for all cold storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all perishable items stored at the temperature listed on the food product case?	<input type="checkbox"/>	<input type="checkbox"/>

**D. INVENTORY RECORDS REVIEW**

1. Is your site maintaining an inventory system?	<input type="checkbox"/>	<input type="checkbox"/>
2. Physical inventory taken:		
monthly	<input type="checkbox"/>	<input type="checkbox"/>
quarterly	<input type="checkbox"/>	<input type="checkbox"/>
annual	<input type="checkbox"/>	<input type="checkbox"/>
3. If using a commercial facility for storage of commercial and USDA commodities, are adequate inventory control methods in place?	<input type="checkbox"/>	<input type="checkbox"/>
A. If yes, has commercial facility been inspected in the twelve months?	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS**

I hereby certify that all of the information, to the best of my knowledge, is true and correct.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TELEPHONE

**Please keep this report for your records.**

**FOR STATE USE DURING CRE REVIEWS**

APPROVED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	REVIEWER'S COMMENTS:
CORRECTIVE ACTION REQUIRED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SIGNATURE	DATE		