

Site Name: _____

Location Code: _____

Extended Break Kitchen CLOSING Checklist

Managers must complete the following steps to properly close their kitchens for a holiday weekend or extended break (3-Day Weekend, Winter Break, etc.). Initial each task upon completion and sign at the bottom. File your checklist with your Monthly Sanitation Checklist; your AFSS will review it with your paperwork audit.

Inventory Management	Initials
<input type="checkbox"/> Reduce orders, especially perishables, to prepare for the break. Prioritize using perishable items to minimize waste.	
<input type="checkbox"/> NO leftover or prepared items can be held and served after 72 hours, i.e., thawed entrees, prepared meals, fresh pickles, scratch-made dressings, tuna salad, etc. (The only exceptions are specific items approved by the Nutrition Specialists for NNC menus for three-day holiday weekends.)	
<input type="checkbox"/> All food items are checked for expiration dates and food quality and properly stored for the break.	
<input type="checkbox"/> If possible, transfer perishable items to open sites such as EECs or donate to approved agencies.	
Proper Panning & Preparation Procedures	Initials
<input type="checkbox"/> Only individually wrapped items can be pre-panned and immediately returned to the freezer for later service. Due to possible freezer burn and odor absorption, bulk items cannot be pre-panned and placed in the freezer.	
<input type="checkbox"/> Items cannot be pre-panned and placed in the refrigerator for more than 72 hours. This ensures food safety and quality. Any products in question should be disposed of.	
<input type="checkbox"/> Follow all HACCP procedures to ensure food safety.	
Proper Food Storage	Initials
<input type="checkbox"/> Store all perishable foods in refrigeration or freezer. <i>Refrigerators: $\leq 40^{\circ}\text{F}$ Freezers: $\leq 0^{\circ}\text{F}$.</i>	
<input type="checkbox"/> Ensure all opened packages are sealed, labeled, dated, and properly stored to prevent cross-contamination.	
<input type="checkbox"/> To reduce equipment failure, no items can remain in the Milk Cooler over the break (unless you are limited on refrigerator space). Move items (milk and juice) from the <i>milk cooler into a refrigerator</i> .	
<input type="checkbox"/> Ensure refrigerators and freezers are not overcrowded and have proper air circulation.	
<input type="checkbox"/> Set-up the Penny in a Freezer test. <i>See Penny in a Freezer handout on FSD website.</i>	
Bread & Fresh Produce	Initials
<input type="checkbox"/> Check leftover bread for quality and place it in the freezer.	
<input type="checkbox"/> Check Produce (Bananas, Pico de Gallo, Oranges etc.) for expiration dates, freshness, and quality. Transfer, donate, or discard any item that may become spoiled. Properly store items that will last over the break.	
Kitchen Equipment	Initials
<input type="checkbox"/> Clean and sanitize all equipment (i.e. ovens, stoves, warmers, coolers, fridges, freezers, etc.).	
<input type="checkbox"/> Check for any maintenance issues and report them.	
<input type="checkbox"/> Ensure all warming and cooking equipment are turned off, empty, and clean. (Combi ovens remain ON)	
<input type="checkbox"/> Ensure all water faucets are off and no leaks are present. Combi ovens: check water hook-ups for leaks.	
Pest Control	Initials
<input type="checkbox"/> Empty all garbage and remove all food waste from the premises.	
<input type="checkbox"/> Ensure food service areas are sealed and pest-free.	
<input type="checkbox"/> Verify that no food is left out (attracts pests).	
Final Check	Initials
<input type="checkbox"/> Perform a final walk-through to verify that all equipment (e.g., the warmer) is empty of food and clean.	
<input type="checkbox"/> Complete the PM section of the Refrigerator and Freezer Log. Verify food is properly stored.	
<input type="checkbox"/> Check that all windows and doors are securely locked. Set alarm, if applicable.	
<input type="checkbox"/> Notify your AFSS of any issues that may impact your cafeteria over the break or when you return.	

Manager or Designee Name: _____

Signature: _____

Date: _____

Site Name: _____

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Extended Break Kitchen RE-OPENING Checklist

Manager or designee completes the following steps to ensure the kitchen is properly re-opened from an extended break (i.e., 3-Day Weekend, Winter Recess, Spring Break, etc.). Initial each task upon completion and sign at the bottom. File your checklist with your Monthly Sanitation Checklist; your AFSS will review it with your paperwork audit.

Tasks	Initials
<input type="checkbox"/> Complete AM section of Refrigerator and Freezer Log within 30 minutes of start of business day to verify all equipment is functioning correctly.	
<input type="checkbox"/> Check the Penny in a Freezer test. <i>If the coin is still resting on top of the ice, freezer did not lose power and food quality was not compromised.</i> <i>If the coin is sitting at the bottom of the container or is submerged in the water, the freezer's internal temperature may have become warm enough to compromise food. Assess the food and take necessary action.</i>	
<input type="checkbox"/> Inspect all food items and dispose of any that are damaged or of poor quality (i.e. mold, time/temp abuse, etc.). There should be none to minimal if closing procedures were followed.	
<input type="checkbox"/> Record any disposed items in the Damaged or Discarded Product Log.	
<input type="checkbox"/> Perform a random milk test for each of the refrigerators where milk was stored in (non-inclusive of lactose-free milk). <i>Open the milk containers, temp them, and agitate milk (checking for any visual irregularities) to ensure quality.</i>	
<input type="checkbox"/> Clean and sanitize all food contact surfaces (i.e., prep tables and cutting boards).	
<input type="checkbox"/> Check deliveries and verify, amounts, expiration dates, and quality.	
<input type="checkbox"/> Check each item that is being prepared for the day and verify that it was properly stored over the break and meets quality standards.	

Manager or Designee Name: _____

Signature: _____

Date: _____