

Summer Food Service Pre-Operational Visit Form

Pre-operational visits are required for all new sites, including sites new to non-congregate meals, and sites with operational problems in the previous year. Pre-operational visits must be completed before beginning operations.

Sponsor Organization:	Site Name:
Site Monitor/Supervisor:	Date of visit:
Site type and location (circle all that apply): Open, restricted open, closed enrolled, camp, other: _____ School, church, rec center, park, library, other: _____	
Meal service type (circle all that apply): Congregate, non-congregate meals, both	

Estimated number of children the site could serve: _____

Estimated number of personnel to adequately serve meals and maintain program requirements: _____

Are the facilities adequate for an organized meal service? Yes No

If no, explain: _____

For the estimated number of children, does the site have:	Yes	No	Comments
Shelter for inclement weather, if applicable?			
Adequate cooking, serving, and/or preparation facilities, as applicable?			
Adequate storage for prepared or delivered food?			
Adequate equipment to safely serve food?			

What types of organized activities are possible or planned at this site?

Improvements or corrective actions needed before the site operates:

Site Monitor/Supervisor Name:	Site Monitor/Supervisor Title:
Site Monitor/Supervisor Signature:	Date:
Sponsor's Signature Authority:	Date:

This institution is an equal opportunity provider.