

# 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?

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Improvements or corrective actions needed before the site operates:

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|------------------------------------|--------------------------------|
| 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.