

**DC Department of Parks and Recreation  
Office of Food and Nutrition Services**

**DC FREE SUMMER MEALS PROGRAM**

**Daily Site Visit Report**

**CENTER:** \_\_\_\_\_ **WARD:** \_\_\_\_\_ **ARRIVAL TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PURPOSE:**      **Monitoring**                      **Retraining**                      **Follow-up**

**If Follow-up, is it related to:**    **Monitoring Date** \_\_\_\_\_

**Previous Follow-up Date** \_\_\_\_\_

**TIME OF DAY:**      **During Meal Time**              **Out of Meal Time**

**FACILITY TYPE:**    **Recreation Center**              **Housing Authority**  
                           **School**                                      **Day Care**  
                           **Church**                                      **Library**  
   **Other:** \_\_\_\_\_

**SITE:**                      **Open**                      **Closed**

**Check appropriate answer and explain all “no” answers.**                     **YES**   **NO**   **NA**

Meal count records are accurate and up-to-date.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Site Visit Reports on file (Infractions Only).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menus Posted.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoices/receipts on file.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature log accurate and up-to-date.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration units clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerators maintained at required temperatures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food properly stored in the refrigeration units.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facility has running hot water.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand washing signs posted.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms and facility adequately clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of rodent or insect infestation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obvious fire, health and/or safety hazards observed in the center.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Point-of-Service performed accurately.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

