

BEST PRACTICES CHECKLIST



SCHOOL GARDEN BEST PRACTICES CHECKLIST

At the beginning of every school year, schools should review the Culinary Garden Best Practices Checklist and keep a record of when the checklist was reviewed. If there are any actions that should take place in order for the school to meet a best practice, it should be documented and shared with school administration or facilities team.

Adapted with permission from *School Garden Food Safety Training & Documentation Manual* by the Oregon Department of Education.

NO.		YES	NO	N/A
1.	Identify the garden coordinator (who will be in charge of the garden)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify one adult with a current food handler certification to supervise all preparation of food from the garden that is served at school. Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Soil			
	a. Identify the soil history of the garden. (This only needs to occur once and should be recorded to help determine areas of the garden that are not suitable for growing food or may need special amendments.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Test soil of the garden for contaminants such as lead, arsenic, or other materials. (This only needs to be done once unless new soil from another site is introduced to the garden.) (Attach to checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Water / Irrigation			
	a. Is municipal potable water used for irrigation? If yes, the water is being monitored by your municipality and should be safe to use for irrigation. If no, attach water test to checklist and you should test water once per year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Location of the garden site			
	a. Growing plot is located and positioned so that it is not in the path of runoff from agricultural areas, parking lots, roads, or other sources of potential contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Raised beds are made of non-toxic materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Chemicals are not stored in close proximity to the garden or harvested food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Training			
	a. All garden staff and volunteers have been trained on safe food handling practices and garden best practices before working in the garden. (Attach training log to checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. All students have received the Welcome to the Garden lesson orientation (Attach attendance roster to checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Seeds/plants are procured from reputable sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Garden coordinator has connected with the school facilities staff to discuss proper location of the garden and any compost areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Pesticides and insecticides are not used in the school garden.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any actions needed to meet the garden Best Practices:

List any additional school, district, or regional guidelines to review and document at the beginning of each school year for your garden.

BEST PRACTICES CHECKLIST

At the beginning of every school year, schools should review the Teaching Kitchen Best Practices Checklist and keep a record of when the checklist was reviewed. If there are any actions that should take place in order for the school to meet a best practice, it should be documented and shared with school administration or facilities team.

NO.		YES	NO	N/A
1.	Identify the cooking instructor (who will be in charge of the teaching kitchen) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify one adult with a current food handler certification to supervise all preparation of food that is cooked in the teaching kitchen _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Food Safety			
	a. Identify any student allergies in each class and the district policies for food and health. (Attach allergy plan to checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Establish hand washing rituals with each class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Establish basic safety rituals with each class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	All sinks have sufficient hot and cold water under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	All drains are working properly, and plumbing is maintained in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Hand sinks are adequate, accessible to all students, and equipped with soap and paper towels or an approved drying device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Hand washing signs are posted at all hand sinks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Food preparation and storage areas are clean and free from trash and food residue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Cooking equipment and tools.			
	a. The school and/or district has approved student use of the kitchen cooking utensils and equipment. (Attach equipment listing by grade with school / district approval to checklist.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Kitchen equipment is clean and in safe working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Training			
	a. All staff and volunteers have been trained on safe food handling practices and cooking best practices before working in the teaching kitchen. (Attach training log to checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. All students have received the Welcome to the Kitchen lesson orientation. (Attach attendance roster to checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Storage			
	a. Chemicals are not stored in close proximity to student cooking stations or food storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Personal belongings are stored in a separate, designated area away from food and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. All food is stored in the correct place to avoid bacteria and food borne illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any actions needed to meet the kitchen best practices.

List any additional school, district, or regional guidelines to review and document at the beginning of each school year for your kitchen.
