**Checklist for Reviewing Commercial Kitchen Production Records**

*This checklist is designed to be a guide for reviewing production records during school supervisory reviews. It is not intended to be a complete listing of items that must be completed; rather it focuses on areas that are often incorrectly completed or omitted. Refer to the production record instructions provided by NCDPI Child Nutrition Services for complete information about all required information that must be**included.*

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| --- | --- | --- | --- | --- | --- |
| **School Name:** |  | **Reviewer Name:** |  | **Date:** |  |

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|  | **Production Records** | **Yes** | **No** | **Comments** |
| 1 | Entire Menu is recorded by Serving Lines and HACCP temperature monitoring is completed |  |  |  |
| 2 | Manager has signed production record and completed all date and school information |  |  |  |
| 3 | Number of **planned** student reimbursable meals entered separately for Pre-K (or other specified group) from student meals |  |  |  |
| 4 | Daily Participation/Sales information accurately recorded Section 4 |  |  |  |
| 5 | HACCP monitoring and corrective action completed |  |  |  |
| 6 | All menu items are listed with corresponding recipe number; all condiments **planned** are listed, and all milk **planned** is listed (only fat-free unflavored or flavored and 1% unflavored can be used) |  |  |  |
| 7 | All menu items contain adequate description |  |  |  |
| 8 | Portion size is provided for each menu item & condiment |  |  |  |
| 9 | Meal Pattern Contributions are listed correctly |  |  |  |
| 10 | Purchase Units for 100 Servings are recorded for each menu item & condiment and correspond to the amount required in the Standardized Recipe used. (using Food Buying Guide, CN labels, food specs, etc. as reference) |  |  |  |
| 11 | Planned number of servings in columns 11a and 11b correlate with number of meals planned in section 3 (For students: Meal component, Milk, and condiment servings do not exceed amounts allowed for number of student meals in #3.) Total Servings, column 11c, includes additional planned servings for all adults, school nutrition employees, a la carte servings, etc. |  |  |  |
| 12 | Planned Quantity is recorded in purchase units and correlates to yields of standardized recipes used in this facility and accurately reflects the amount of food to be ordered for the day’s menu. |  |  |  |
| 13 | Directions, Comments - Manager has written appropriate comments for employee instruction, substitutions, discarded food, etc. |  |  |  |
| 14 | Quantity Available reflects actual quantity of each menu item that was preparedin same units as column 12 |  |  |  |
| 15 | Other Non-Reimbursable Servings - number of portions served to adults, catered meals, SFS meals, a la carte sales is recorded for each menu item |  |  |  |
| 16 | Actual number of leftover portions of each menu or food item is recorded, including food to be discarded.  Leftover Temps and dates to use are noted unless using Time as a Public Health Control (TPHC). |  |  |  |
|  | **Other observations:** |  |  |  |
| 17 | Were all planned menu items served or appropriate substitutions made? |  |  |  |
| 18 | Do actual serving sizes correspond to planned serving sizes? |  |  |  |
| 19 | Were planned portion sizes sufficient for each age/grade group? |  |  |  |
| 20 | Follow-up recommendations: |  |  |  |