

Checking the Kitchen Areas Prior to and During the Holidays

In order to meet USDA regulations and to protect school district property, principals must ensure that their sites are checked as per the instructions contained in this attachment. The minimum number of surveys conducted is five days out of seven.

Prior to leaving for the winter break:

- Cafeteria managers:
 - ✓ Conduct a temperature reading of each freezer, cooler and refrigerator, and post that reading on the “Refrigeration Equipment Temperature Chart.” Refrigerator temperatures should be between 38°F and 41°F. Freezer temperatures should be between 0°F and 20°F. The “Refrigeration Equipment Temperature Chart” is attached to each freezer, refrigerator and cooler. The chart is to be used by persons conducting the building checks to record the internal temperature of the unit and time that the unit was checked. Leave keys to the freezers and coolers with the principal or designee.

During the winter break:

- Designated walk-thru personnel (**five days out of seven**):
 - ✓ Conduct a temperature reading of each freezer, cooler and refrigerator. The temperature read should be posted on the “Equipment Temperature Chart” which should be attached to the equipment. Refrigerator temperatures should be between 38°F and 41°F. Freezer temperatures should be between 0°F and 20°F.
 - ✓ If any refrigerator is warmer than 41°F or any freezer is warmer than 20°F, **please call Sentry Watch at (336)292-6468.**

Principals should schedule and hold a joint meeting with all persons assigned the responsibilities of conducting the site visits during the winter break to ensure that all completely understand the tasks involved. Each person in attendance is to be given both Attachments (A) and (B). Each person in attendance should also be given the Emergency Response number to Sentry Watch. Sentry Watch is the company responsible for handling all emergency calls from district sites. The Sentry Watch contact number is **(336)292-6468**. Any and all problems that occur during this period shall be addressed by calling that number.

When reporting a problem, identify where the technician can reach you. If possible, provide a cell phone number so that the technician can contact you once he reaches the site. If you choose to provide an office call back number, please ensure that outside calls may be able to navigate through the electronic voice message system to reach you (not voice mail). Please stay near the phone and be prepared to answer it once it rings. As the contact person, you must remain on site until the repair is made or until you are relieved of your responsibility by another site member. The maintenance technician is not designated to assume responsibility for the assets of the site or for securing the site once he completes the repairs.