

**End of Year Checklist
South Dakota - Food Service**

	Storage:
	All open spices sealed in plastic bags or seal-tight containers and placed in freezer.
	All cheese is frozen.
	All nuts are frozen.
	All flour, grits, and cornmeal are frozen. (place in plastic bags or ingredient bins w/ tops)
	All pots, pans, utensils or removable items are in storage.
	Cleaning:
	Walk-in freezer shelves, walls, ceiling, floors, fans, vents, doors and hinges.
	Walk-in cooler shelves, walls, ceiling, floors, fans, vents, doors and hinges.
	All equipment tops, bottoms, sides, and inside (including any grease buildup or black areas.
	All equipment is delimes including combi ovens, dishwashers, three compartment sinks, steamers, warmers, stainless steel shelving with lime deposits. (Do not use delimer on aluminum!)
	All oil is empties from fryer and cleaned thoroughly. (Turn off all pilot lights on gas fryers).
	Milk cooler is wiped out and the drain hose underneath is cleaned.
	Ice cream freezer is defrosted, clean and on.
	Serving lines are unplugged. Get help if needed. This prevents electrical shock while cleaning light fixtures. Napkin and utensil dispensers are cleaned thoroughly.
	All shelf carts, utility carts, end-loading carts, dunnage racks, and anything that rolls are cleaned thoroughly. (Be sure to clean the wheels, and remove all strings, plastic, etc. around wheels.)
	Pass-through cleaned (remove pan sides if possible to thoroughly clean).
	All storage room shelving is cleaned.
	All walls have been wiped down.
	All doors and hinges have been wiped down.
	All vents have been cleaned (Ask for help if need be).
	Ice meachine is cleaned.
	All ceilings have been cleaned.
	All mixers, grinders, food processors, slicers, dish machines, etc. are cleaned thoroughly. (Don't forget to clean under the mixer where attachements fit onto mixer).
	All garbage cans are clean and dry before being stacked and stored.
	All windows are cleaned.
	Bathroom is clean.
	Garbage can dollies are clean and dry.
	Pulper is clean (including sides, underneath, aroudnd and through).
	All drains are cleaned (This includes white floor sinks, the fountain drink drain and drain buckets.)
	All ice dispensers are thoroughly cleaned and drain bucket is empty.
	All mops are cleaned and hung up to dry.
	Storage room is clean and organized. (Leave walking room for pest control to spray).

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	UDS system and equipment under hood are cleaned.
	Floors are clean especially under ALL equipment, shelving, etc.
	All cashier stands are clean.
	All tables, chairs, and stools on tables are clean.
	Baseboards around walls, corners and window sills are clean.
	Disposals are clean and sanitized.
	Drawers are wiped clean. (Especially where utensils are stored.)
	All shelves used for a la cate items are cleaned (if applicable)
	Office equipment and computer have been wiped down.
	All stainless steel equipment is polished.
	Files:
	Maintain files for three years beyond the file date. Files older than three years may be discarded (unless the school is in an open review).
	Summer Maintenance/ Temperature Logs:
	Thermometers inside all coolers, freezers and dry storage areas are operating properly and visible.
	Discuss scheduled summer maintenace list with your principal and maintenance tech. Have principal sign off on maintenance list and turn in sheet.
	All information regarding monitoring of temperatures during the summer is discussed with the principal and maintenance technician.
	All production records and workbooks need to be organized and filed properly.
	Computers:
	Please turn off all line computers and monitors; work with local admin to determine if computers should be unplugged over the summer months.