

Review of School Central or Commercial Warehouse

**ADMINISTRATIVE/CENTRAL OFFICE REVIEW REPORT ALL SCHOOLS**

**ATTACHMENT IV: SCHOOL CENTRAL (OR COMMERCIAL) WAREHOUSE**

**I. GENERAL INFORMATION**

1. Agency Number: \_\_\_\_\_ 2. Review Date: \_\_\_\_\_  
 3. Program Name: \_\_\_\_\_  
 4. Name of Reviewer: \_\_\_\_\_ 5. Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 6. Name and physical location of warehouse: \_\_\_\_\_

|    |   | YES   | NO    | N/A   |
|----|---|-------|-------|-------|
| 7. | a. Is the central warehouse owned and operated by the district?   | _____ | _____ | _____ |
|    | b. Name and title of representative interviewed: _____  |       |       |       |
| 8. | a. Is the warehouse a contracted commercial facility?   | _____ | _____ | _____ |
|    | b. Name and title of warehouse personnel interviewed: _____   |       |       |       |
| 9. | Is the warehouse timely completing reports of shipments of commodities received and over/short/damaged on ECOS? | _____ | _____ | _____ |

**II. DOCUMENTS**

1. Does the warehouse maintain a book inventory of commodities stored here? \_\_\_\_\_  
 2. a. Is a written physical inventory conducted periodically? \_\_\_\_\_  
 b. If so, how often? \_\_\_\_\_  
 3. a. Is the book inventory conducted periodically? \_\_\_\_\_  
 b. If so, how often? \_\_\_\_\_

**III. RECORDKEEPING**

1. a. Using the following table, conduct a physical inventory of five foods, and reconcile to the warehouse book inventory.  
 b. Reconcile the physical inventory to the book inventory that is maintained by the school food service administrative office.  
 Obtain the case value from the most recent "Commodity File Report" on file at the BFD.

| Comm. Code (a) | Commodity Name | Pack Size | Inv. Qty. (d) | Book Inv. (e) | Diff. + or - (d-e) | Admin Bk Inv (f) | Diff. + or - (d-f) | Case Value | Total Value |
|----------------|----------------|-----------|---------------|---------------|--------------------|------------------|--------------------|------------|-------------|
|                |                |           |               |               |                    |                  |                    |            |             |
|                |                |           |               |               |                    |                  |                    |            |             |
|                |                |           |               |               |                    |                  |                    |            |             |
|                |                |           |               |               |                    |                  |                    |            |             |

2. How often does the school food authority/RA track USDA inventory at the warehouse? (Check One.)

| School Central Warehouse |       | Contracted Commercial Warehouse |       |
|--------------------------|-------|---------------------------------|-------|
| Monthly                  | _____ | Monthly                         | _____ |
| Annually                 | _____ | Annually                        | _____ |
| Other (list)             | _____ | Other (list)                    | _____ |

3. What method does the school food authority/RA use to track USDA inventory at the warehouse? \_\_\_\_\_  
 \_\_\_\_\_

|  | YES   | NO    | N/A   |
|--|-------|-------|-------|
| 4. Do they check:  |       |       |       |
| a. Quantity of each commodity?   | _____ | _____ | _____ |
| b. Pack dates/receive dates of each commodity?   | _____ | _____ | _____ |
| c. That first-in, first-out rotation is by pack date (if available) or receive date in absence of pack date?   | _____ | _____ | _____ |
| d. Condition of commodities?   | _____ | _____ | _____ |
| 5. Does the school food authority central office/RA maintain a book inventory of USDA commodities stored at the warehouse?                               | _____ | _____ | _____ |
| 6. a. Does the school food authority/RA appear to be proficient in warehouse tracking and interfacing methods without the need for technical assistance? | _____ | _____ | _____ |
| b. If no, what date is scheduled for training? _____   | _____ | _____ | _____ |
| 7. What topics are recommended? _____  | _____ | _____ | _____ |

**IV. REVIEW STORAGE FACILITY OR AREA**

|   |       |       |       |
|---|-------|-------|-------|
| 1. Is storage space adequate for the program?   | _____ | _____ | _____ |
| 2. Is space in good condition?  | _____ | _____ | _____ |
| 3. a. Is there adequate ventilation in all areas?   | _____ | _____ | _____ |
| b. If 'NO', which area is inadequate? _____   | _____ | _____ | _____ |
| 4. Are all storage areas clean and orderly?   | _____ | _____ | _____ |
| 5. Is storage area safeguarded against theft?   | _____ | _____ | _____ |
| 6. Is food stored away from pesticides, cleaning solvents or other non-food contaminants?   | _____ | _____ | _____ |
| 7. Is food stored on shelving and/or pallets sufficient to allow for proper air circulation?  | _____ | _____ | _____ |
| 8. Is food stored in a manner that facilitates accuracy and ease of inventory?  | _____ | _____ | _____ |
| 9. If food has been removed from shipping containers, was identifying information transferred to each container?                    | _____ | _____ | _____ |
| 10. a. Is first-in, first-out practiced?  | _____ | _____ | _____ |
| b. By what method? _____  | _____ | _____ | _____ |
| 11. Do all storage areas have an internal thermometer?  | _____ | _____ | _____ |
| 12. Do freezer units have an alarm system or are other means utilized to ensure proper functioning?                                 | _____ | _____ | _____ |
| 13. Are temperature logs available to show that inside freezer, cooler and dry storage temperatures are checked and recorded daily? | _____ | _____ | _____ |
| 14. Record the temperature in each of the following:  |       |       |       |
| Dry (70°+)  | _____ |       |       |
| Special Dry (50° - 70°)   | _____ |       |       |
| Cooler (35° - 41°)  | _____ |       |       |
| Freezer (-10° - 0°)   | _____ |       |       |
| 15. a. Is area free from signs of rodent or insect infestation?   | _____ | _____ | _____ |
| b. Date of last extermination: _____  |       |       |       |
| c. Name of pest control company: _____  |       |       |       |
| d. Frequency of service: _____  |       |       |       |
| 16. Are at least two health inspections conducted annually?   | _____ | _____ | _____ |
| 17. a. Date of last health inspection: _____  |       |       |       |
| b. Status _____   |       |       |       |
| 18. a. Are fire safety inspections performed at least annually?   | _____ | _____ | _____ |
| b. Status _____   |       |       |       |
| 19. a. Does there appear to be a sufficient supply food without an over supply of any food?   | _____ | _____ | _____ |
| b. List food(s) in over supply: _____   |       |       |       |
| 20. Do all foods appear to be in good condition?  | _____ | _____ | _____ |

**V. ACCOUNTABILITY (COMMERCIAL WAREHOUSE)**

Select two of the five items previously inventoried to verify accountability of USDA commodities. Refer to the Section VI worksheet to record individual dates and amounts for rows c, e, and g.

**FOOD USED IN VERIFICATION:**

|    |  |       |       |
|----|--|-------|-------|
| a. | Date of Beginning Inventory                            | _____ | _____ |
| b. | Beginning Inventory Amount:                            | _____ | _____ |
| c. | Total Amount Received:                                 | _____ | _____ |
| d. | Total (Add b + c):                                     | _____ | _____ |
| e. | Total transferred and lost:                            | _____ | _____ |
| f. | Subtotal (Subtract e from d):                          | _____ | _____ |
| g. | Total distributed to schools:                          | _____ | _____ |
| h. | Book Inventory Balance (Subtract g from f)             | _____ | _____ |
| i. | Physical Inventory Date:                               | _____ | _____ |
| j. | Physical Inventory Amount:                             | _____ | _____ |
| k. | Cases unaccounted for: (Subtract j from h)             | _____ | _____ |
| l. | Donated Value per Case:                                | _____ | _____ |
| m. | Total Value of Undocumented Food: (Multiply k times l) | _____ | _____ |

**VI. ACCOUNTABILITY WORKSHEET**

Using warehouse bills of lading from the commercial distributor and signed receipts from individual delivery sites, record dates and quantities of receiving (column c & d), transfers (column e & f), losses (column g & h), and distribution deliveries (column i), on this worksheet for any movement of commodity food since the beginning inventory date.

| Commodity Name (a) | D.O. (b) | Date Rec'd (c) | Qty. Rec'd (d) | Date Trans. (e) | Qty. Trans. (f) | Loss Date (g) | Loss Qty (h) | Date of Dist. (i) | Qty. Dist. (j) |
|--------------------|----------|----------------|----------------|-----------------|-----------------|---------------|--------------|-------------------|----------------|
|                    |          |                |                |                 |                 |               |              |                   |                |
|                    |          |                |                |                 |                 |               |              |                   |                |

**VII. AGING PRODUCT INFORMATION**

Record the commodity name and pack date of any product with a pack date of two (2) school years earlier or more.

| Comm. Code | Product | Quantity | Pack/Receive Date |
|------------|---------|----------|-------------------|
|            |         |          |                   |
|            |         |          |                   |
|            |         |          |                   |