



# Kitchen Assessment Checklist

## Purpose

- This checklist is designed to assess whether a potential Community Kitchen venue is suitable for use for this purpose.
- The checklist assesses issues related to food safety, occupational health and safety and general suitability for the Community Kitchens participants.

## Instructions for Use

- Go through the checklist, ticking the 'yes' or 'no' columns for each question.
- A kitchen does not need to satisfy every requirement on the checklist to be a suitable venue. Some of the requirements may not be useful for some people (car parking for a group who use public transport to get to the venue or multiple work areas for a small group preparing only a few meals etc.). The results will be discussed when the checklist is complete and a full assessment of the suitability of the venue can then be made.
- Those questions that are marked with \* are essential items. If the kitchen does not satisfy these requirements, it is not a suitable venue to be used for Community Kitchens. Please note that some of these issues may be easily rectified. For example:
  - If there is not an extractor fan, the kitchen may still be suitable if there is adequate natural ventilation.
  - If a designated hand-washing basin is not available, the kitchen may still be suitable if there is a double sink and one of those sinks can be designated for hand-washing alone.
  - If no cleaning equipment is available, the kitchen may still be suitable provided the equipment is supplied before the Kitchen commences.

**Name of facility:**

**Date of inspection:**

**Name of person doing inspection:**

Those questions that are marked with \* are essential items. If the kitchen does not satisfy these requirements, it is not a suitable venue to be used for Community Kitchens. However, some of these issues may be easily rectified.

	GENERAL AMENITIES	YES	NO	COMMENTS
	Is there car parking available nearby?			
	Is the venue easily accessed by public transport?			
	Are there ramps to allow access to people with disabilities?			
	Is there enough room in the kitchen to accommodate a group of up to 8 people?			

	LAYOUT	YES	NO	COMMENTS
	Are there several work areas where food can be prepared?			
	Is there enough room to separate prepared meals from the areas where the raw products were prepared?			
	Are food preparation areas placed away from doors and other high traffic areas?			
*	Are there facilities to store dry food, cold food and frozen food?			
*	Are these storage facilities easily accessible (not too high or too low to reach, inside or outside the kitchen etc.)?			
	Is there enough room to accommodate participants in wheelchairs?			
	Is the floor free of boxes, equipment or other obstructions that may prevent easy movement throughout the kitchen?			

	CLEANING	YES	NO	COMMENTS
	Is the kitchen in a generally clean state?			
*	Are bench surfaces waterproof, in good condition and easily cleaned?			
*	Are floors in good condition and easily cleaned?			
*	Are floors made of waterproof material in meal preparation/wash up areas?			
*	Are floors smooth and even in order to			

	prevent tripping or falling?			
	Are the walls and ceilings free of mould and mildew?			
	Are there tiles/stainless steel splashbacks on the walls around cook-tops and sinks?			
	Are cleaning equipment and products available for clean-up of spills and general mess?			
	Is there a place to store cleaning chemicals and equipment away from food preparation areas?			
*	Are there any signs of insects or rodents (including droppings in cupboards or on floor)?			

	FACILITIES	YES	NO	COMMENTS
*	Is there clean running water?			
*	Is there hot and cold water?			
*	Is the lighting bright enough?			
*	Is there a sink for washing dishes?			
	Is there a double sink?			
	Is there a designated hand-washing basin?			
*	Is there an oven and cook-top for use?			
*	Are both the oven and cook-top in good working order?			
	Is there cooking equipment (plates, pots, pans etc.) available for use?			
	Does the kitchen have windows or doors with screens that can be opened to allow fresh air in?			
	Does the kitchen have an extractor fan above or near the oven/cook-top?			
	Is the extractor fan clean?			
	Are there power points near work areas?			
*	Are all power points, light fittings and switches in good working condition (i.e. no obvious defects)?			
*	Is there a bin for the disposal of rubbish?			
	Is the bin big enough to contain all rubbish produced from one cooking session?			
*	Is there access to toilet facilities?			
	Is there access to a toilet suitable for people with disabilities?			
*	Are there any smoke detectors?			
*	Is there a fire extinguisher for use?			
	Is there a fire blanket for use?			
	Is there a First Aid kit?			
	Is the venue manned by staff at times when the group will be using the kitchen?			