

ILLINOIS STATE BOARD OF EDUCATION  
Nutrition and Wellness Programs Division  
100 North First Street, W-270  
Springfield, Illinois 62777-0001

**SUMMER FOOD SERVICE PROGRAM  
SPONSOR PRE-OPERATIONAL SITE REVIEW FORM**  
(To be completed by sponsoring organizations)

	DATE OF REVIEW
	SITE NUMBER (If Available)
SPONSOR	NAME OF SITE SUPERVISOR
SITE NAME	SITE ADDRESS
CONTACT PERSON	TITLE
PROJECTED PARTICIPATION	PROJECTED START/END DATE

**GENERAL SITE INFORMATION**

**TYPE OF SITE (Check (✓) appropriate box)**

- School       Church       Housing  
 Indoor Center       Park       Other (specify) \_\_\_\_\_

ALTERNATE WEATHER SITE, if applicable (Name and address): \_\_\_\_\_

NUMBER OF ROOMS TO BE USED FOR MEAL SERVICE: \_\_\_\_\_

**MEAL PREPARATION (Check (✓) appropriate box)**

- On-site       Satellite      VENDED:       Hot       Cold

**EQUIPMENT (Record number of unit(s) available)**

- 1a. SINK**       Hand       3 Bin       2 Bin

If 2 bin sink or less, record how the washing, rinsing, and sanitizing process will be completed below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1b. Tables/Seating (Record the number of tables by type)**

- \_\_\_\_\_ 6 foot long (10 seats)  
\_\_\_\_\_ 8 foot long (12 seats)  
\_\_\_\_\_ 6 foot round (10 seats)  
\_\_\_\_\_ Other: \_\_\_\_\_

**1c. Total number of chairs/seats**

**1d. Refrigeration (Record the number of units by type)**

- \_\_\_\_\_ Single domestic 18 cu. ft. (50 meals)  
\_\_\_\_\_ Single section commercial reach in 20-25 cu. ft. (50 meals)  
\_\_\_\_\_ Double section commercial reach-in 40-50 cu. ft. (100 meals)  
\_\_\_\_\_ Double section commercial reach-in 50-60 cu. ft. (200 meals)  
\_\_\_\_\_ Triple section commercial reach-in 60-75 cu. ft. (300 meals)  
\_\_\_\_\_ Walk-in 64 sq. ft. (8' x 8') (300 meals)  
\_\_\_\_\_ N/A

**1e. Total number of meals**



# Instructions

(COMPLETE FORM IN ITS ENTIRETY)

## Type of Site

- Check the type of site.
- Record the name and address of the alternative weather site. (Leave blank if this site is indoors.)
- Record the number of rooms at the site to be used to serve meals.
- Check the type of meal preparation to be used.

## Equipment

### Equipment must be in working order or capable of repair prior to the start date of the program

Select "N/A" if the type of equipment listed below is not available or does not apply.

- 1a. Record the number of sinks by type at the site. If less than a three-bin sink, record how the three-step sanitation process will be completed.
- 1b. Record the number of tables by size available for meal service.
- 1c. Total the number of chairs/seats available. (The number of seats available is found in parenthesis by each type.)

**This total will be used in question 4 to calculate the maximum number of meals the site may be approved to serve.**

- 1d. Record the number of refrigeration units by type.
  - 1e. Total the number of meals available. (The number of meals available is found in parenthesis by each type.)

**This total will be used in question 4 to calculate the maximum number of meals the site may be approved to serve.**

- 1f. Record the number of ranges by type.
  - 1g. Total the number of meals available. (The number of meals available is recorded in parenthesis by each type.)

**This total will be used in question 4 to calculate the maximum number of meals the site may be approved to serve.**

- 1h. Record the number of other equipment by type.

## Sanitation

- 2a. Answer *yes* or *no*, is the site clean? If no, record the Corrective Action Plan in the space provided below.
- 2b. Answer *yes* or *no*, is there evidence of vermin/pest at the site? If no, record the Corrective Action Plan in the spaced provided below.
- 2c. Answer *yes* or *no*, have provisions been made for garbage disposal? If no, record the Corrective Action Plan in the space provided below.

## Approval

- 3. Answer *yes* or *no*, can the site be approved to serve children? If no, record Corrective Action Plan in the space provided below.
- 4. Determine the maximum number of meals that can be served at the site.
  - How much seating is available in question 1c? Example: 2 - 6 foot tables with 50 extra chairs (10 x 2 + 50 = 70 seats)
  - How much refrigeration is available in question 1e? Example: 1 - Single domestic (50 meals)
  - How much hot cooking capability is available in question 1g? Example: 1 - A 36 inch commercial with four burners (100 meals)
  - Maximum number of meals the site may be approved to serve is the lesser of 1c, 1e, or 1g.  
Example: The site would be approved for a maximum of 50 meals based on 1e as the lesser of the three numbers.
- 5. Fill in date of Pre-Operational Visit.
- 6. A signature is required from the person conducting the review.