Kitchen Meeting + Tour Questions
Food Skills for Families

This form is a Food Skills Facilitator resource and designed as a tool to assist in confirming final program details with a host while conducting a kitchen inspection. The form is for your reference only and a copy does not need to be returned to the Food Skills team. Keep this form on file and refer to it if you run future programs at same location.

Program Details

Host Org Name: ____________________________
Kitchen Location: ____________________________
Kitchen Tour Date: ____________________________
Session Dates: ____________________________
Session Time: ____________________________
Program ID #: ____________________________

Program
- Food Sense
- Seniors
- Indigenous
- Newcomers
- Punjabi
- Pre-Natal

Contact Details

Kitchen Supervisor
Name: ____________________________
Phone/Email: ____________________________

Program Registration Contact
Name: ____________________________
Phone/Email: ____________________________

Emergency Contact
Name: ____________________________
Phone/Email: ____________________________

Will staff be on site during the program to assist if there is an issue?
- Yes
- No
Kitchen Details

**FIRST AID KIT**
Location: 

**FOOD STORAGE**
Fridge location: 
Freezer location: 

Can non-perishable pantry items be stored in between sessions?
- Yes ➔ Where: 
- No

**PRODUCTS**
What products are available and where are they?
- Hand soap
- Dish soap
- Dish gloves
- Broom/Mop Location: 
- First Aid Kit Location: 
- Dishcloths Location for laundry: 
- Paper towels
- Paper napkins
- Spray bottle
- Garbage bags
- Bleach

**DISHWASHING**
- Commercial dishwasher
- Three-sink method
Special Instructions: 

**GARBAGE + RECYCLING**
How are the following items sorted and removed?

- Garbage: 
- Green waste: 
- Plastic: 
- Glass: 
- Paper: 
- Other: 

**OTHER**
Any special instructions for appliances?


Site Access

Will someone be on site to let you in for each session?

- Yes
- No → How do you access the space? Do you need keys or security codes?

Where are the washrooms? Do you need a key or code to access?

Where are the emergency exits?

Kitchen Close-Out Details

Is there a checklist?

- Yes → Review the document
- No → Ask the following:
  - Floors to be swept and/or washed
  - Tables and/or chairs put away
  - Lights on/off

Kitchen Equipment

Review checklist on next page

Notes
## Equipment List - Food Skills for Families

### Appliances
- **Quantity**: 1
  - **Blender or Food Processor**
- **Quantity**: 1
  - **Microwave**
- **Quantity**: 1
  - **Stove Top - 4 Burner**
- **Quantity**: 1
  - **Oven**

### Baking Equipment
- **Quantity**: 1
  - **Baking Dish – Square 9” x 9” or 8” x 8”**
- **Quantity**: 1
  - **Baking Dish – Rectangular 9” x 13”**
- **Quantity**: 3
  - **Cookie Sheets**
- **Quantity**: 2
  - **Cooling Racks**
- **Quantity**: 2
  - **Muffin Tins**

### Utensils
- **Quantity**: 10
  - **Chef’s Knives**
- **Quantity**: 13 Sets
  - **Cutlery**
- **Quantity**: 10
  - **Paring Knives**
- **Quantity**: 2
  - **Spatulas**
- **Quantity**: 5
  - **Wooden Spoons**

### Other
- **Quantity**: 13 Sets
  - **Dishes**
- **Quantity**: 2 Sets
  - **Oven Mitts**
- **Quantity**: 1
  - **Dish Soap**
- **Quantity**: 1
  - **Hand Soap**
- **Quantity**: 2
  - **Dish Towels**
- **Quantity**: 3
  - **Hand Towels**
- **Quantity**: 1
  - **Bleach**