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  ☐ Indigenous  ☐ Punjabi
☐ Seniors  ☐ Newcomers  ☐ 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

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  ☐ Paper towels  ☐ Garbage bags
☐ Dish soap  ☐ Paper napkins  ☐ Bleach
☐ Dish gloves  ☐ Spray bottle
☐ Broom/Mop  Location: ______________________________________
☐ First Aid Kit  Location: _____________________________________
☐ Dishcloths  Location for laundry: _______________________________

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Measures</th>
<th>Appliances</th>
<th>Quantity</th>
<th>Appliances</th>
<th>Quantity</th>
<th>Appliances</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Sets</td>
<td>Measuring Cups - Dry</td>
<td>1 Blender or Food Processor</td>
<td>1</td>
<td>Microwave</td>
<td>1</td>
<td>1 Stove Top - 4 Burner</td>
</tr>
<tr>
<td>2 Sets</td>
<td>Measuring Cups - Liquid</td>
<td>1 Microwave</td>
<td>1</td>
<td>Oven</td>
<td>1</td>
<td>1 Oven</td>
</tr>
<tr>
<td>2 Sets</td>
<td>Measuring Spoons</td>
<td>1 Stove Top - 4 Burner</td>
<td>1</td>
<td>Oven</td>
<td>1</td>
<td>1 Oven</td>
</tr>
<tr>
<td></td>
<td>Kitchen Tools</td>
<td>1 Oven</td>
<td>1</td>
<td>1 Oven</td>
<td>1</td>
<td>1 Oven</td>
</tr>
<tr>
<td>1</td>
<td>Can Opener</td>
<td>1 Frying Pans (large)</td>
<td>2</td>
<td>Pots (sauce pans) with Lids</td>
<td>2 Sets</td>
<td>Pots (sauce pans) with Lids</td>
</tr>
<tr>
<td>1</td>
<td>Garlic Press</td>
<td>small, medium and large</td>
<td>1</td>
<td>Wok (or deep-sided skillet)</td>
<td>1</td>
<td>Wok (or deep-sided skillet)</td>
</tr>
<tr>
<td>2</td>
<td>Graters</td>
<td>Utensils</td>
<td>10</td>
<td>Chef's Knives</td>
<td>10</td>
<td>Chef's Knives</td>
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<tr>
<td>3 Sets</td>
<td>Mixing Bowl Set</td>
<td>13 Sets Cutlery</td>
<td>10</td>
<td>Paring Knives</td>
<td>10</td>
<td>Paring Knives</td>
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<tr>
<td>1</td>
<td>Salad Spinner</td>
<td>2 Spatulas</td>
<td>2</td>
<td>Spatulas</td>
<td>2</td>
<td>Spatulas</td>
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<tr>
<td>1</td>
<td>Potato Masher</td>
<td>5 Wooden Spoons</td>
<td>5</td>
<td>Wooden Spoons</td>
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<td>Wooden Spoons</td>
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<tr>
<td>1</td>
<td>Sieve (fine mesh colander)</td>
<td>Other</td>
<td>12 Sets</td>
<td>Dishes</td>
<td>12 Sets</td>
<td>Dishes</td>
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<tr>
<td>2</td>
<td>Strainers/Colanders</td>
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<td>2 Sets</td>
<td>Oven Mitts</td>
<td>2 Sets</td>
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<tr>
<td>1 Box</td>
<td>Toothpicks</td>
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<td>1</td>
<td>Hand Soap</td>
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<td>Hand Soap</td>
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<tr>
<td>1</td>
<td>Vegetable Peeler</td>
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<td>2</td>
<td>Dish Towels</td>
<td>2</td>
<td>Dish Towels</td>
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<tr>
<td>2</td>
<td>Whisks</td>
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<td>3</td>
<td>Hand Towels</td>
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<td></td>
<td>Baking Equipment</td>
<td></td>
<td>1</td>
<td>Bleach</td>
<td>1</td>
<td>Bleach</td>
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<tr>
<td>1</td>
<td>Baking Dish – Square</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9” X 9” or 8” X 8”</td>
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</tr>
<tr>
<td>1</td>
<td>Baking Dish – Rectangular</td>
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<td>9” X 13”</td>
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<tr>
<td>3</td>
<td>Cookie Sheets</td>
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<tr>
<td>2</td>
<td>Cooling Racks</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Muffin Tins</td>
<td></td>
<td></td>
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