

SITE QUALIFICATION CHECKLIST



New Event
New Location

Number of hours you anticipate for packaging for your meals

Number of volunteers you expect for your event

Number of Table Leaders for your event

-you should have one per line

Training Date
Online
In-person

Please Review Each Section Carefully

Thanks for helping us plan your upcoming Outreach Program meal packaging event! The following checklist is an important step to ensure that your location meets Health & Safety requirements for packaging food, to make sure that your volunteers have a great experience. Please complete all four sections, and include any recommended improvements that might need to be addressed ahead of your event date. Contact your Event Coordinator/Regional Manager with any questions or changes. Final approval must be submitted in writing 30 days before an event.

Lift-gate Needed?

Inside Delivery Needed?

LOCATION	LOGISTICS
Is the building exterior well-lit? Yes No	Does building have a loading dock? Yes No
Address is easily visible? Yes No	Overhead door? Yes No
Handicap parking available? Yes No	Forklift? Yes No
Is there enough parking for the number of volunteers expected? Yes No	Pallet jack? Yes No
Are the parking lot and sidewalks both easy to navigate? Yes No	Are there steps into the building? Yes No
	Ramp that is at least 4 feet wide? Yes No
	Is the packaging area upstairs? Yes No
	Is there an elevator accessible? Yes No
	Is there only one main entrance into packaging area? Yes No
	Is packaging area free of obstructions? (pillars, columns, etc.)? (show on sketch) Yes No
	Is there enough space to stage ingredients before packaging? Yes No
	Is there space to store finished meals until they can be loaded? Yes No
	Is there room to leave at least 6 feet in between equipment tables? Yes No
DEMOGRAPHICS	
What is the general age range of your volunteers?	
Under 12 Teens Adults Seniors	
If you have a group of youth volunteers, will you have at least 1 adult for every 10 youth volunteers to assist and supervise them? Yes No	
Will volunteers need step stools? Yes No	
We recommend that your volunteers are able to lift/carry 50 lbs throughout the event. Will you have enough heavy lifters? Yes No	

