



The Regulatory Ready Checklist

- ☐ "And Justice for All" posters posted
- ☐ Health Department Inspection posted
- ☐ Food Safety & HACCP Plan reviewed and accessible
- ☐ Thermometers calibrated and temperature logs posted on all hot and cold holding equipment (including milk coolers)
- ☐ Sanitation logs ready
- ☐ Offer vs. Serve refresher complete
- ☐ Signage and marketing materials refreshed and current
- ☐ Updated Production Records
- ☐ Civil Rights Training completed & training documentation maintained
- ☐ Menu posted in cafeteria (and online, if needed)
- ☐ Point of Sale terminal checked and tested
- ☐ Allergen charts & Emergency Plans updated
- ☐ Serving Line Equipment checked
- ☐ Free & Reduced Meal Application posted and available (including online)

Pro Tips

- ✓ Bring your energy, empathy, and smiles: every tray we serve makes a difference.
- ✓ Think of Day 1 service like it's Day 100: consistent, confident, and calm.
- ✓ Keep asking questions: better to check now than scramble late.
- ✓ When all else fails, have an emergency dance party: the playlist is available on Spotify [here](#).