

**Oregon Department of Education**  
 School Garden Food Safety Program  
 ~Weekly Garden Checklist~



REVISED: August 2016

NO	ITEMS TO CHECK	YES	NO	N/A
<b>WEEK OF (DATE)</b> _____				
1	Employing Best Composting Practices (Lane County Extension Service Compost Specialist Program –see <i>staff training section/tab 4</i> ): Compost log is completed as to instructions on the log			
2	Compost collection station in cafeteria is staffed and monitored by an adult or a trained student			
3	Label instructions for the use of soils and fertilizers are being followed. Fertilizers are only applied by adults.			
4	There is no evidence of abuse from domestic and/or wild animals. Garden is regularly monitored.			
5	All Students/Staff have access to restrooms ( <i>with potable hot running water/soap/paper towels</i> )			
6	Proper personal hygiene practices are in place: All students/staff wash hands before harvesting food for public.			
7	Persons who are ill (vomiting, fever, diarrhea) are prevented from working in a garden and handling food			
8	All students/staff should wear closed-toed shoes.			
9	Untreated (not commercially prepared) manure is not being used			
10	Gray water, waste water, recycled water from any source, or runoff water from parking lots is not being used			
11	Insecticides and/or pesticides are not used			
12	Containers used to transport harvested items are food-grade, properly cleaned and in good condition			
13	USDA “ <i>Best Practices for Handling Fresh Produce in Schools</i> ” (vegetable harvesting/cleaning) procedures are being followed for those items being used in cafeteria or otherwise consumed. ( <a href="http://www.nfsmi.org/producesafety">www.nfsmi.org/producesafety.org</a> – search “handling fresh produce” )			
14	Harvested items are labeled and properly stored prior to use in cafeteria or otherwise consumed.			
15	Soil from produce is removed at an outside washing station first before delivering to kitchen.			
16	At end of the day, tools are properly cleaned and stored. Tools and utensils that come in contact with food are properly cleaned and sanitized			

**Use next page for any corrective action**

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**CORRECTIVE ACTION** for any items marked “NO” above: Use other side. **See companion guide** for help on corrective actions.

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