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| PRE-OPERATIONAL VISIT WORKSHEET FOR CONGREGATE SITES  This form must be completed for all new sites and any site that experienced a problem last year. |
| Site name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Site address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Site telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Person to contact for use of site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Type of site (check appropriate type):  \_\_\_\_\_ Recreation center \_\_\_\_\_ Park  \_\_\_\_\_ School \_\_\_\_\_ Residential camp  \_\_\_\_\_ Church \_\_\_\_\_ Play street  \_\_\_\_\_ Playground \_\_\_\_\_ Other  \_\_\_\_\_ Settlement house  Estimated number of children the site could serve: \_\_\_\_\_\_  Estimated number of needy children in area: \_\_\_\_\_\_\_\_\_\_\_\_  Estimated number of personnel needed to adequately control the food service: \_\_\_\_\_\_\_\_\_\_\_\_  Is another site needed in this area? \_\_\_\_\_ Yes \_\_\_\_\_ No  Are the present facilities adequate for an organized meal service? \_\_\_\_\_ Yes \_\_\_\_\_ No  If answer is no, comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For the estimated number of children, does the site have: Yes No  Shelter for inclement weather? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_  Adequate cooking facilities (if applicable)? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_  Adequate storage for prepared or delivered food? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_  Storage space for records at site? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_  Adequate refrigeration? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_  Access to a telephone? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_  What type of organized activities are possible or planned at this site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Improvements or corrective actions needed before site operates:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Did the site have any deficiencies in the previous summer?  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Monitor’s Signature Date** |