



Garden Guidelines Weekly Checklist

Garden Location Name: _____ Date: _____

Checklist Completed By (Name): _____

		YES	NO
A	Personal Hygiene		
1	Restrooms and hand washing facilities are available for garden workers		
2	Proper personal hygiene practices are being followed		
3	Ill persons are prevented from working and handling food		
B	Plot Location and Soil Treatment		
1	Growing plot is positioned so that it is not in the path of runoff from agricultural areas, parking lots and roads, or other sources of potential contamination		
2	Growing plot is properly protected from domestic and/or wild animals		
3	Untreated (or improperly composted) manure is not being used		
4	Using only commercially prepared compost and/or fertilizer		
5	Compost made on your own site from yard waste, clippings and food waste are not being used		
6	Label instructions for the use of soils and fertilizers are being followed		
7	Food scraps / food waste is not being added to the garden soil		
8	Paper or bio-degradable waste is not being added to the garden soil		
C	Plants and Seeds		
1	Plants and/or seeds are procured from reputable sources		
2	Sprouts for harvesting are not being grown (raw sprouts are "Banned Products" per Sodexo policy)		
D	Water / Irrigation		
1	Only potable water (drinking water) is being used for irrigation		
2	Gray water, waste water, recycled water or runoff water from parking lots is not being used		
E	Insecticides / Pesticides		
1	Insecticides and/or pesticides are not be used by unauthorized personnel		
2	If insecticides and/or pesticides are being used, they are applied only by a licensed pest control operator		
F	Harvest and Preparation		
1	Containers used to transport harvested items are food-grade, properly cleaned and in good condition		
2	Sodexo "Food Safety Guidelines for Fresh Fruits and Vegetables" (vegetable cleaning) procedures are being followed for all garden items used in recipes		
3	Ecolab Victory® Vegetable Wash is being used for all raw garden items that will not be further cooked		
4	Harvested items are labeled and properly stored prior to use in recipes		

