

**PRE-OPERATIONAL VISIT WORKSHEET**

Site name: \_\_\_\_\_ Site Number: \_\_\_\_\_

Site address: \_\_\_\_\_

Site telephone number: \_\_\_\_\_

Person to contact for use of site: \_\_\_\_\_

Type of site (check appropriate type):

- \_\_\_\_\_ Recreation center
- \_\_\_\_\_ School
- \_\_\_\_\_ Church
- \_\_\_\_\_ Playground
- \_\_\_\_\_ Settlement house
- \_\_\_\_\_ Park
- \_\_\_\_\_ Residential camp
- \_\_\_\_\_ Play street
- \_\_\_\_\_ Other

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 the 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:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Monitor's Signature**

\_\_\_\_\_  
**Date**