Farm-to-School Delivery Checklist

A farm-to-school delivery checklist for farm staff bringing food to a school kitchen. It covers temperature, packing, labels, paperwork, and receiving steps so each drop goes smoothly.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Confirm order against school list	☐	☐	☐
Check product condition	☐	☐	☐
Pack in clean containers	☐	☐	☐
Label items with farm name	☐	☐	☐
Check cold items stay cold	☐	☐	☐
Bring invoice and paperwork	☐	☐	☐
Confirm delivery door and time	☐	☐	☐
Get receiver signature	☐	☐	☐
Note any problems or returns	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Ask the kitchen staff which delivery times and doors work best and write those on the checklist.

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