



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES
DEPARTMENT
POLICY**

NO. 01 ISSUE 2
PAGE 1 of 1
EFFECTIVE: 01-21-15
Updated

SUBJECT:
Securing Kitchen Equipment

APPROVED: 01-21-15
Diana Alexander
BY: Diana Alexander, Director

PURPOSE

To keep children, who may have access to food service equipment safe.

POLICY

Securing kitchen equipment in and outside of classrooms.

REFERENCE

Head Start Performance Standards 1304.53 and 1304.23 (e)(1)

PROCEDURE

1. Locate the keys for all refrigerators and freezers.

Note: For missing or lost keys, write down the brand, model and serial number and fax to 909-383-2086 attention: nutrition services ASAP.

2. Secure any equipment located in areas where children may have access.
3. Walk- in freezer units must be locked when not in use.
4. Place keys in a location where they are readily accessible to adults.