**Key Drop Delivery Procedure**

* 1. If a facility receives Key Drop Deliveries, the following questions should be answered:
     1. Who is the authorized person delivering food
     2. Where is the food stored
     3. How is the temperature of food being controlled – if food is received frozen, then it should be stored in freezer
     4. Who and how are temperatures monitored during drop off
     5. What procedures does the facility have in place when the manager arrives at opening the next business day
  2. During the inspection, the following should be discussed/observed
     1. Provide documentation for temperatures (keeping logs)
     2. Signature for the authorized person that checks temperature
     3. How do they have access to the store
     4. Provide contract agreement with the food service vendor that clearly states
        1. Who – authorized person
        2. What – invoice of food being delivered
        3. When – time deliveries take place
        4. Where – food storage
  3. Responsibility of PIC upon arrival the next business day –
     1. Verification of all food on invoice was delivered
     2. All food was received in good condition
     3. Check temperature logs and signatures
     4. Proper storage of items