



**Office of  
General Services**

# **OGS Food Distribution**

**Facility Reviews, Physical Inventory, and Reconciliation**

**August 16, 2024**

# What is a Facility Review?

Each year, OGS required to perform at least one (1) federally mandated facility review of each site where USDA Foods are stored. However, facility reviews may occur more than once per year at the discretion of OGS.

These reviews can range from an hours to multiple days depending on various factors, but average 1 to 2 hours under normal circumstances.

# What is Involved?

- Facility walkthrough
  - Condition & Repair
  - Security
  - Ventilation
  - Safety & Sanitation
  - Food Safety
    - Contaminants
    - Stored properly
    - Temperature checks
  - Pest/Insect Controls
  - Physical Inventory of USDA Foods
- (Upon Request) we may ask to see fleet vehicles (trucks)
- Required Documentation
  - Pest Control Logs (most recent 6 months)
  - Temperature Logs (most recent 6 months)
  - Agriculture & Markets Warehouse License is current
  - Insurance is current

# How to Prepare for a Review?

- We will notify you shortly before the review will occur.
- To prepare for the review, please have the following ready:
  - If USDA Foods are being stored at the time of review
    - A list of products by USDA material, quantity on hand, and locations
  - Pest control logs (most recent 6 months)
  - Temperature logs (most recent 6 months)
  - Insurance covering the average monthly value of USDA Foods
  - Agriculture & Markets Warehouse License
  - A small meeting space with a table (for 2 to 3 people)
  - A member of your team to accompany us on the walkthrough
    - We may need them to provide documentation/answer questions

# What happens after the review?

- You will receive a Facility Review Letter for the review.
- This letter will address any findings, damage/loss invoices, or issues.

# Questions?