FOOD SERVICE PEST REFERENCE · FREE TOOL

Delivery Inspection Card

What to check on incoming boxes, produce, pallets and equipment before they come inside. The Food Code's first duty under Controlling Pests is inspecting incoming shipments; this card is that duty on one page.

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How to use this document

Tape it inside the back door at eye level. The receiver checks each delivery against it, refuses what fails, and writes one line in the delivery-inspection log in the Records Binder. German cockroaches, stored-product pests and their eggs arrive in deliveries and boxes; the thirty seconds at the door is the cheapest pest control there is.

Before it comes in

- ☐ Look at the pallet and the outside of each case: live insects, droppings (small dark specks), egg cases (small brown capsules), chewed corners, webbing
  Note:
- ☐ Produce: open the top case; refuse overripe, split or fermenting fruit and vegetables (fruit flies ride in with them)
  Note:
- ☐ Dry goods: look for holes in bags, fine dust at the bottom of the case, small moths or beetles (stored-product pests)
  Note:
- ☐ Boxes: no cardboard goes into dry storage or the walk-in; break it down at the door and take it out
  Note:
- ☐ Used or borrowed equipment (a reach-in, a mixer, a shelf): check the motor compartment and underside for droppings and egg cases before it crosses the threshold
  Note:

Then

- ☐ Door closed as soon as the delivery is in
  Note:

- [ ] Product on shelves or in lidded containers, off the floor

  Note:

- [ ] One line in the delivery-inspection log: date, supplier, what was checked, what was refused and why, initials

  Note:

- [ ] If something came in with pests: bag it, take it out, photograph it, log it, and tell your pest company and the supplier

  Note: