



**FOOD BANK FOOD STORAGE REQUIREMENTS DATE: \_\_\_\_\_**

1. **STORE FOOD IN A SECURE ROOM WHICH WILL PREVENT THE ENTRY OF BUGS AND RODENTS.** Check all walls, the ceiling, shelf jointing, around the windows and doors, and seal all gaps, holes and cracks. Consider the need for a strip on the bottom of the pantry door to seal out bugs and rodents.
2. **STORE ALL FOOD ON NON-POROUS SURFACES WHICH ARE SANITIZABLE.** No bare wood, rusty metal or shelf-liner. Paint wood/metal shelves with a light-colored oil based enamel paint. This might be needed once a year if your pantry in frequent use. The paint seals the wood/metal and makes the surfaces easier to wash off during weekly cleaning.
3. **STORE FOOD PROPERLY.** No repackaging of products. Keep all food, whether in bags or boxes off of the floor. The use of pallets for un-boxed food storage is not recommended. Food can drop through the slats of a pallet. (You may use pallets to store food that is still in boxes.) Consider building a closed platform instead. Rice and beans may be kept in tightly lidded plastic “trash” containers on these platforms. The bottom shelf, the platform and/or shelves should be sealed from shelf or platform to the floor, to keep food from getting under these areas. Or they should be high enough off the floor to clean underneath.
4. **CHECK INCOMING FOOD TO SEE THAT IT IS IN GOOD CONDITION.** Discard bloated, or dented or rusty cans. Also discard containers without labels, any containers that leak and out-of-date baby food or formula. Leave room on the shelves so that food can easily be moved around when cleaning. You are invited to make an appointment at The Food Bank with the quality control department for food handling training.
5. **STORE NON-FOOD ITEMS SEPARATELY FROM FOOD. NEVER** store non-food items **ABOVE** or **MINGLED** with food. Some common non-food items are hazardous.

**KEEP PANTRY CLEAN.** All food storage areas should be checked and cleaned every time the pantry is used. Floors and shelving can be sanitized with one tablespoon of bleach to a gallon of water. Wipe out refrigerators and freezers as soon as spills occur. Use pest control materials that are to use around food.

7. **Air Circulation** Frozen, chilled, and dry storage areas must have air circulation. USDA Foods must be stored on pallets or shelves with four inches of clearance from the floor and walls and two feet of clearance from the ceiling.

**STORE NON-PERISHABLES AT SAFE TEMPERATURES.** Food needs to be protected from extreme heat and humidity. Proper ventilation is important. The temperature of a pantry should be maintained between 75 to 80 degrees.

6. **STORE PERISHABLES AT SAFE TEMPERATURES. KEEP TEMPERATURE GAUGES IN FREEZER AND REFRIGERATORS.** Using the Food Bank’s temperature chart, record the date and temperature in each unit. Average safe temperature in refrigerators: 34 to 40 degrees F., freezers: -15 to 0 degrees F.

AGENCY REP: \_\_\_\_\_ FBGC REP: Frances C. Santellana