



Food Storage Area Food Safety Guidelines

As a Partner Agency of the Food Bank, your food storage location will be subject to regular inspections by a member of the Agency Relations team. They will come out for your first site visit after your application is submitted and before your account is technically opened. After your account has been opened, we will send someone back to see you again at least once every 24 months, and ideally every 12 months. Here's what that person will be looking for:

- The room where you store food is securely locked (as well as the refrigerators and/or freezers, if they are outside of that locked room) – there should be no opportunity for pilferage or theft.
- The room where you store food is completely intact – there are no cracks in the walls, floor or ceiling, and no unfinished gaps in the wall.
- The room where you store food shows no evidence of pests or mold – the room should not look or smell like mice, insects, water damage or mold are present.
- All product must be stored at least 6 inches off of the floor – we will make exceptions only for standard pallets that are shorter than 6 inches.
- Each refrigerator and freezer in which food is stored should have its own thermometer inside and a temperature log posted with:
 - Daily records for programs serving food for immediate consumption (meal sites)
 - Weekly records for programs that send groceries home with families
- All food must be stored separately from non-food products, including cleaning supplies, personal care items and paper products.
 - Non-food items could be stored in different rooms, a separate closet/cupboard, or in bins with sealed lids