



**Feed My People**  
FOOD BANK

## Storage Guidelines

- ⇒ All items must be stored at least 6 inches off floors, 4 inches away from walls, and 2 feet from ceilings.
- ⇒ Shelving should be sealed from spills.
- ⇒ Storage spaces should be clean and adequate for the amount of food being stored.
- ⇒ Food should not be stored under unshielded/leaking pipes, under stairs, in mechanical or utility rooms, in bathrooms, or in rooms where garbage is kept.
- ⇒ Dry storage space should be well-ventilated and at temperatures between 41°F and 70°F.
- ⇒ Storage areas should be free of pests like rodents and insects.
- ⇒ Labels should be on all packages and list contents, ingredients in order of inclusion, net weight, distributor, and distributor's address.
- ⇒ Non-food items, toxic chemicals, and cleaning products should be kept separate from food and should always be stored below food items.
- ⇒ Cooling units must have visible, calibrated thermometers inside each unit.
- ⇒ Temperatures should be taken and recorded at least weekly.
- ⇒ Temperature logs should be kept on-site for 2 years.