



MAINTAIN A WELL-KEPT FOOD-SAFE PANTRY

Having a clean, well-kept food pantry will help your guests feel good about visiting your pantry and accepting the food that you offer.

Maintain your facility

- Keep food at least 6 inches off the floor, stored on pallets, platforms or shelves.
- Keep food at least 4 inches away from walls.
- Keep food at least 2 feet away from the ceiling.
- Keeping floors, pallets and shelving clean.
- Discard broken shelving units or pallets.
- Keep carts, bins and other food storage units clean.
- Keep doors, windows and roofs well sealed to prevent pest entry and water damage.
- Keep the exterior of the building well-maintained to discourage pests.
- Establish a schedule to remove garbage or waste.

Best practices for food storage

- Rotate stock: first in, first out!
- Keep non-food items separate from food.
- Keep thermometers in freezers, refrigeration units and dry storage areas.
 - Dry storage areas should be maintained at 50°-75°F
 - Refrigerated storage areas should be maintained at 36°-40°F
 - Frozen storage should be maintained at 0°F or colder
- Maintain temperature logs for all areas of the facility.
- Maintain records of sanitation and pest control.
- Maintain records of foods received.
- Store foods so as to minimize the impact of light, steam, water or heat on food products.
- Sweep and clean floors, including under pallets, **at least monthly**.
- Clean high-traffic areas like entrance ways and walkways in front of shelves regularly.
- Immediately clean areas that are soiled by spillage or breakage.

Signed: _____
Food Pantry representative

Date: _____