

DRY FOOD STORAGE CHECKLIST

Date _____

Initials _____

Item	Yes	No	Comments/Actions
Storage areas are kept cool (50-60°F).			
All items are at least 6" off the floor.			
All items are clear of walls.			
Storage shelves are clear of overhead sewer lines.			
All containers are closed.			
Floors are clean and clear of debris/empty cartons.			
All storage area keys are accounted for and authorized. <ul style="list-style-type: none"> <li data-bbox="302 993 888 1056">• Refer to Control Keys Procedure in this desk reference. 			
Paper products are on designated shelf.			
Products are in neat and orderly condition.			
Products are not mixed.			
Items are labeled/dated according to local policy.			