

## STORAGE GUIDELINES

- **All items must be stored at least 6 in. off the floor, 4 in. away from the walls and 2 ft. away from the ceiling. Shelving should be sealed from spills. Storage space should be 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 garbage rooms. Storage areas should be clean and well ventilated.**
- **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, listing the contents, ingredients (in order of inclusion), net weight, distributor and distributor's address.**
- **Non-food items/toxic chemicals/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. Temp logs should be kept on-site for a minimum of 1 year.**