

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of Facilities Services	S.O.P # DFS-005-04	Page 1 of 1
SUBJECT: Food & Beverage Control	EFFECTIVE DATE: 08/01/2006	
APPROVED BY: Division of Facilities Services	SUPERSEDES S.O.P #: N/A	DATE REVISED: 1/26/2026

PURPOSE: To establish a policy regarding proper and safe storage of food items in state owned and leased facilities, managed and controlled by the Executive Branch.

AUTHORITY: Per AS 35.05.010, AS 35.05.040, AS 36.30, and AS 44.42.020, the Department of Transportation & Public Facilities (DOT&PF) is responsible for the procurement, leasing, allocation, operation, and management of space used by the Executive Branch of the State of Alaska. Under this authority, the Division of Facilities Services (DFS) is the designated facility manager for state-owned and leased space used by the Executive Branch.

POLICY: Provides written instruction on the control of food items in all property under the authority of the Executive Branch and to all persons occupying such property. Each occupying Agency shall be responsible for the observance and enforcement of this policy.

PROCEDURES: Following the procedure below minimizes food borne illness, insects, rodents and unpleasant odors.

1. Food & Beverage Storage

The following must be adhered to by all building occupants electing to keep food in their office space.

- a. Open containers (boxes, bags, jars, bottles, cans, etc.) must be securely closed at the end of each business day.
- b. Perishable food must be refrigerated within (2) hours of being exposed to room temperatures.
- c. Refrigerated food must be securely wrapped to prevent spoilage and exposure to other food items.

2. Cleaning & Sanitizing

For all areas where food has been prepared, cooked, stored or discarded:

- a. Wipe surfaces clean with an appropriate cleaning agent.
- b. Dishcloths, sponges, brushes must be kept clean and replaced as necessary.
- c. Utensils, pots, pans, serving dishes, cutting boards, etc. must be properly cleaned and stored at the close of each day.

ENFORCEMENT:

1. Janitorial staff in State facilities have the authority to immediately discard any food and/or beverages not properly stored as directed in the Procedures Section of this SOP.
2. Costs associated with the replacement of improperly stored food, beverages, containers, etc. are the sole responsibility of the user.