

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P.#	Page 1 of 1
SUBJECT: Food & Beverage Control	EFFECTIVE DATE: 08/01/2006	
WRITTEN BY: Tanci Mintz, State Leasing & Facilities Manager APPROVED BY: Tom Mayer, Director	SUPERSEDES S.O.P.#	DATE REVISED: 6/22/2016
<p>PURPOSE: To establish a policy regarding storage of food items in state owned and leased facilities managed and controlled by the Executive Branch. Proper and safe storage minimizes food borne illness, insects, rodents and unpleasant odors.</p> <p>AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of Executive Branch office space. The Departments of Administration and Transportation & Public Facilities are designated as the responsible Facility Managers for the majority of State owned buildings.</p> <p>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.</p> <p>PROCEDURES:</p> <ol style="list-style-type: none"> 1. Food & Beverage Storage The following must be adhered to by all building occupants electing to keep food in their office space. <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Wipe surfaces clean with an appropriate cleaning agent. a. Dishcloths, sponges, brushes must be kept clean and replaced as necessary. b. Utensils, pots, pans, serving dishes, cutting boards, etc. must be properly cleaned and stored at the close of each day. <p>ENFORCEMENT:</p> <ol style="list-style-type: none"> 1. Janitorial staff in leased and stated owned 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. 		