

Food Storage and Inventory Audit Checklist

Food and beverage

STORAGE AUDIT

Confirm all supplies are procured from authorized vendors holding valid food safety licenses.

☐ Yes☐ No

Verify that deliveries are checked promptly by assigned staff and temperature logs are updated for perishable items.

☐ Yes☐ No

Ensure receiving zone is tidy, with no leftover cartons, litter, or waste.

☐ Yes☐ No

Check that food stock is kept at least 6 inches above floor level and shelving units are positioned away from walls.

☐ Yes☐ No

Confirm FIFO/FEFO rotation system is practiced and no expired stock is present.

☐ Yes☐ No

Verify that chemicals, cleaning agents, and other non-food goods are stored separately from edibles.

☐ Yes☐ No

Inspect for any signs of pests and confirm pest management schedule is being followed.

☐ Yes☐ No

Ensure routine cleaning plan for storage areas is implemented daily.

☐ Yes☐ No

Confirm flour and grains are stored in clearly labeled bins with dedicated scoops for each type.

☐ Yes☐ No

Inspect storage racks to confirm they are dust-free and free from corrosion.

☐ Yes☐ No

Overall Compliance Score

☐ Yes☐ No

Temperature of dry storage area maintained within acceptable limits ($\leq 25^{\circ}\text{C}$).

☐ Yes☐ No

Humidity levels in storage remain below 60% to prevent spoilage.

☐ Yes☐ No

All containers used for storage are food-grade and in good condition.

☐ Yes☐ No

All opened food packages are resealed properly and labeled with opening date.

☐ Yes☐ No

No visible signs of moisture, mold, or water leakage in storage zones.

Yes

No

Raw and ready-to-eat products stored separately to prevent cross-contamination.

Yes

No

Storage area lighting is adequate and light fixtures have protective covers.

Yes

No

Pallets or platforms used for storage are clean and sanitized regularly.

Yes

No

Damaged stock separated and tagged as "Do Not Use" or "Rejected."

Yes

No

Storage room doors and windows are sealed to prevent pest entry.

Yes

No

Daily stock verification completed and discrepancies recorded.

Yes

No

Storage area has proper ventilation ensuring air circulation.

Yes

No

Heavy items stored safely on lower shelves to avoid accidents.

Yes

No

Storage SOPs and guidelines displayed clearly in receiving and storage areas.

Yes

No