

The ABC Company	POLICY / PROCEDURE	No. 001	
Fridge Use Policy	Effective Date	April, 09, 2018	
Revision Letter	A		
Final Approver	Alison Edwards		

1.0 Purpose

The Fridge Use Policy of the ABC Company shall provide guidelines for storage of food in the fridge. To ensure that fridge use by members is conducted without accumulating unidentified food waste. To prevent overcrowding of the fridge, and to maintain a pleasant and functional shared kitchen facility.

2.0 Policy

The Fridge Use Policy of the ABC Company is to ensure the following: All staff and members have access to the fridge for temporary food storage. It is required that users of the fridge label their items with the date and name of owner. Items must be removed within a 14 day period of the date.

- 2.1. When preparing to bring food to the ABC Company, plan ahead.
- 2.2. Bring suitable food storage containers or wrappers to the ABC Company, and be prepared to label all items.
- 2.3 Tape and markers will be in the kitchen.

3.0 Scope

Use of the fridge

- 3.1 All staff, contractors, sub contractors and consultants.
- 3.2 All members, and their guests.