FOOD TEMPERATURE & COOLING LOG

Receiving Log

Week of: ..... Location: ..... Received by: .....

Targets: Cold TCS food 41°F or below · Shell eggs, milk, live shellfish 45°F or below · Frozen food frozen solid, no signs of thawing

DATE	TIME	SUPPLIER	PRODUCT	TEMP °F	ACCEPTED? Y / N	REASON / ACTION IF REJECTED	INITIALS

Instructions:

Probe every cold delivery before you sign for it. Reject cold food above 41°F (45°F for shell eggs, milk and live shellfish) and frozen food that shows signs of thawing. Write down every rejection and why, then put accepted food away immediately.

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FOOD TEMPERATURE & COOLING LOG

Cold Holding Log

Week of: ..... Location: ..... Checked by: .....

Targets: Coolers and cold display 41°F or below · Freezers 0°F or below, food frozen solid · Write the °F reading in each box

UNIT	TARGET	MON		TUE		WED		THU		FRI		SAT		SUN	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Walk-in Cooler	41°F or below														
Reach-in cooler 1	41°F or below														
Reach-in cooler 2	41°F or below														
Prep-line / sandwich cooler	41°F or below														
Salad bar / cold display	41°F or below														
Walk-in freezer	41°F or below														
Reach-in freezer	41°F or below														
Other: _____															
Other: _____															
INITIALS															

Instructions:

Probe a product in each unit at opening (AM) and mid-shift (PM) — air reads colder than food, so don't rely on the door thermometer. Any unit above target: move the food, call for repair, and log it on the Corrective Action Log (page 6).

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FOOD TEMPERATURE & COOLING LOG

Hot Holding Log

Week of: ..... Location: ..... Checked by: .....

Targets: Hot-held food 135°F or above · Check at least every 2 hours · Write the check time at the top of each column

ITEM / WELL	TARGET	CHECK 1 TIME.....	CHECK 2 TIME.....	CHECK 3 TIME.....	CHECK 4 TIME.....	CHECK 5 TIME.....	CHECK 6 TIME.....	CHECK 7 TIME.....	CHECK 8 TIME.....
Steam table well 1	135°F or above								
Steam table well 2	135°F or above								
Steam table well 3	135°F or above								
Steam table well 4	135°F or above								
Steam table well 5	135°F or above								
Steam table well 6	135°F or above								
Soup well	135°F or above								
Heat lamp / pass	135°F or above								
Holding cabinet	135°F or above								
Other: _____	135°F or above								
INITIALS									

Instructions:

Probe the thickest part of the food with a clean, calibrated thermometer. Any reading below 135°F: reheat to 165°F or discard, following your food safety plan, and log it on page 6. Never use a holding unit to reheat food.

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FOOD TEMPERATURE & COOLING LOG

Cooking & Reheating Log

Date: ..... Location: ..... Cook: .....

Targets: Poultry, stuffed foods, reheated leftovers 165°F · Ground meat 155°F · Fish, whole-muscle meat, eggs for immediate service 145°F · Reheat for hot holding to 165°F within 2 hours

TIME	FOOD ITEM	COOK OR REHEAT	REQUIRED °F	FINAL °F	OK? Y / N	CORRECTIVE ACTION	INITIALS

Instructions:

Take the final temperature in the thickest part of the food. Not at the required temperature? Keep cooking and check again — never serve or hothold food until it passes. Clean and sanitize the probe between items.

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FOOD TEMPERATURE & COOLING LOG

Cold Holding Log

Date: ..... Location: ..... Logged by:.....

Targets: Stage 1: 135°F to 70°F within 2 hours · Stage 2: down to 41°F or below within 6 hours total · One line per batch

FOOD ITEM	COOLING METHOD	START (135°F)		2-HOUR CHECK (70°F)		6-HOUR CHECK (41°F)		PASSED? Y / N	ACTION IF A CHECK WAS MISSED	INITIALS
		TIME	°F	TIME	°F	TIME	°F			

Instructions:

Cool in shallow pans, ice baths, ice wands or a blast chiller, uncovered on a top shelf. Not at 70°F by the 2-hour check: reheat to 165°F and start again, or discard. Not at 41°F by the 6-hour check: discard.

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FOOD TEMPERATURE & COOLING LOG

Thermometer Calibration & Corrective Action Log

Week of: ..... *Location:* ..... *Reviewed by:* .....

Targets: Ice bath (crushed ice and water, stirred) should read 32°F · More than 2°F off: adjust or replace the thermometer

Daily calibration — write the ice-bath reading

THERMOMETER	MON	TUE	WED	THU	FRI	SAT	SUN
Probe thermometer 1							
Probe thermometer 2							
Probe thermometer 3							
Other: _____							

Corrective action — every reading outside a target, from any page

DATE	TIME	ITEM OR UNIT	READING °F	WHAT WAS WRONG	ACTION TAKEN	INITIALS

Instructions:

Calibrate every thermometer daily and after any drop. A log full of readings with no actions tells an inspector the problem was seen and ignored — so every out-of-range reading gets a line here. The manager reviews all six pages and signs each week.

Manager signature: ..... *Date:* .....

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