



## CLEANING ROUTINE

**Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_ **Shift:** \_\_\_\_\_ **PM:** \_\_\_\_\_

FOOD PREMISES AREAS	After Each Use	After Each Shift	Weekly	Monthly	Completed/Initials
<b>Kitchen:</b>					
Ceiling/Ceiling Tiles				X	
Air Conditioning Units		X			
Tilt Skillets	X				
Skid Units		X			
Hood Vent Covers		X			
Convection Ovens		X			
Hot Boxes		X			
Table Tops	X				
Can Openers	X				
Merchandisers		X			
Connex Coolers			X		
Food Storage Shelves			X		
Trash Cans		X			
Handwash Sinks		X			
Cutting Boards	X				
Toasters	X				
Pot and Pan Shelves			X		
Utensil Containers			X		
Utility Closets			X		
Walls/Floors		X			
<b>Dishwashing Area:</b>					
Shelves			X		
Dishwash Machine		X			
Floor		X			
Garbage Bins		X			
3 Compartment Sink	X				
Walls/Ceiling		X			
<b>Walk In Coolers:</b>					
Compreser Unit: Fan			X		
Floor		X			
Storage Shelves			X		
Walls/Ceiling			X		
<b>Warehouse/Dry Goods:</b>					
Floor		X			
Chemical/Item Shelves			X		
Food Storage Shelves			X		
Walls/Ceiling			X		
<b>Outside:</b>					
Garbage Pick Up	X				
3 Compartment/Mop Sink	X				
Mop Closet		X			
Garbage Bins			X		

## Damage & Discard Product Log

**Instructions:** Use this Log to record damaged and discard products. Any food product that is disposed of, tampered with, or damaged should be recorded on this document.

Record product name, quantity, action, reasoning, initial and date on the Damage & Discard Product Log.



Location: \_\_\_\_\_

Manager: \_\_\_\_\_

[illegible]

## Food Temperature – Final and Holding

Site: \_\_\_\_\_

Date: \_\_\_\_\_

Meal Service: \_\_\_\_\_



### FINAL COOKING TEMPERATURE:

**Instructions:** Use this Log for cooking and reheating food and equipment temperature recording. Immediately after food product is cooked the temperature should be taken and recorded on this log in the final temperature column. Readings that do not fall in optimal range must be reported to manager and corrective action noted.

**Forecast Amount:** The number of people the food is cooked for (estimated serving size).

**Batch:** The number of pots or pans used to cook the forecast amount.

**Cooking Product Temperature for at least 15 seconds:** Poultry > 165° | Beef > 145° | Fish > 145° | Shell Egg > 145° | Vegetables > 135° | RTE > 135° | Ground Meat > 155° | Game > 145° | Pork > 145°

Menu Item	Forecast Amount	Batch	Cook Time		Final Temp.	Corrective Action	Discard	Initials
			Start	End				

### HOLDING TEMPERATURE:

**Instructions:** Use this Log for cold and hot holding temperature recording. Record any temperatures and corrective action taken on the Holding Temperature Log. Readings that do not fall in optimal range must be reported to manager and corrective action noted.

**Temperature:** Milk < 45° | Cold Holding < 41° | Hot Holding > 135°

Food Item	Food Temperature				Corrective Action
	Hour 1	Hour 2	Hour 3	Hour 4	
Hot Holding					
Cold Holding					

[illegible]



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Meal Service: \_\_\_\_\_

[illegible]



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Meal Service: \_\_\_\_\_

**Temperature:** Milk < 45° | Cold Holding < 41° | Hot Holding > 135°

[illegible]

## Machine Warewashing Log

**Instructions:** Use this Log to record Machine warewashing temperature, pressure, and sanitizing levels. Record temperatures, pressure, and results of testing and corrective action taken on the Machine Warewashing Log.

**Chemical Testing Directions:** Attach thermal strip to a tray or plate and run through machine. Record date, initials, and temperatures for each compartment. If temperatures are outside the acceptable range, indicate corrective action on form.

### TEMPERATURE AND CHEMICAL STANDARDS:

Temperature: Wash 150 - 160°F | Final Rinse 180- 195°F

Pressure: 15-21 psi

Chemical Sanitation Levels: Chlorine: 50-100 ppm | Iodine: 12.5-25 mg/l | Quaternary Ammonium: 200ppm

Location: \_\_\_\_\_

Manager: \_\_\_\_\_

[illegible]

## Manual Warewashing Log

**Instructions:** Use this Log to record manual warewashing temperature, and sanitizing level. Each time the 3-compartment sink is refilled or changed the temperature and concentration should be tested and recorded. Record temperatures and results of testing and corrective action taken on the Manual Warewashing Log.

**CORRECTIVE ACTION LEGEND:**

Temperature: Wash > 110°F | Rinse > 120°F

Chemical Sanitation Levels: Chlorine: 50-100 ppm | Iodine: 12.5-25 mg/l | Quaternary Ammonium: 200ppm

Location: \_\_\_\_\_

Manager: \_\_\_\_\_

[illegible]



**Instructions:** Person in Charge will inspect employees daily to ensure they are in accordance with Food Code and Cotton Standards. Employees will maintain personal cleanliness and ensure they are succeeding in good personal hygiene practices. Any illnesses or infections must immediately be reported to the Person in Charge. Any employee not following compliance will be noted below and will not be allowed to sign for duty.

DATE: \_\_\_\_\_

SHIFT:

**SITE:**

[illegible]

[illegible]

**Instructions:** Use this Log for deliveries or receiving foods from an approved food supplier. All refrigerated and frozen food product received from an approved food supplier must be temperature checked upon arrival to location and recorded on compliance log. Complete one Log per delivery received. Record any temperatures and corrective action taken on the Receiving Log.

**Temperature: Frozen product = - 5° to +32°; Walk-in Cooler product 41° or below**



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Manager: \_\_\_\_\_

[illegible]

## Thermometer Calibration

**Instructions:** Use the ice-point method to check calibration on all thermometers weekly.

The correct temperature range is 31-34°F.

Thermometers must be within +/-2 degrees of 32°F.

**Corrective Action:** Calibrate or order new thermometer.



Location: \_\_\_\_\_

Manager: \_\_\_\_\_

[illegible]