

CLEANING ROUTINE

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

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.



Location:_	
Manager:	

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

Date	Product Name Brand Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Manager Initials

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.

 $\textbf{Cooking Product Temperature for at least 15 seconds: } Poultry > 165 ^{\circ} \mid Beef > 145 ^{\circ} \mid Fish > 145 ^{\circ} \mid Shell Egg > 145 ^{\circ}$

Vegetables >135º | RTE > 135º | Ground Meat > 155º | Game > 145º | Pork > 145º

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

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 Tempe			Corrective
	Hour 1	Hour 2	Hour 3	Hour 4	Action
Hot Holding					
Cold Holding	1	T	T	T	



Freezer and Refrigerator Temperature Log

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7	he.	Ar	t o	f Co	iter	ing	-

Site:	
Equipment	 -

Instructions: A designated food service employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. All refrigerator and freezer units should be monitored, and temperature checked at a MINIMUM OF THREE TIMES A DAY. The food service manager will verify that food service employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain log for a minimum of one year.

Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials
			-		

Government - Final Food Temperature Log

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°

	Forecast	Batch	Cook Time		Final	Corrective Action	Discard	Initial
	Amount		Start	End	Temp.			
							+	
				-				
							_	
							-	
				1				
				-				

Government- Holding Food Temperature Log

Site:	 (OTTO)
Date:	CULINA
Meal Service:	The Art of Cateri

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 < 45º | Cold Holding < 41º | Hot Holding > 135º

Food Item		Corrective			
	Hour 1	Hour 2	nperature Hour 3	Hour 4	Action
Hot Holding					
•					
Cold Holding					
<u> </u>					

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.

Location: _	
Manager:	



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

Date	Serv	ice T	ïme	Initials	Wash	Final Rinse	Water Pressure	Test Strip	Corrective Action
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
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	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						
	В	L	D						

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

 $Chemical\ Sanitation\ Levels:\ Chlorine:\ 50\text{-}100\ ppm\ |\ Iodine:\ 12.5\text{-}25\ mg\ |\ Quaternary\ Ammonium:\ 200ppm\ |\ Sanitation\ Levels:\ Chlorine:\ Sanitation\ Levels:\ Levels:\ Sanitation\ Levels:\ Levels:\ Levels:\ Levels:\ Levels:\ Le$

Location:
Manager:



Date	Serv	ice T	ime	Initials	Wash Water Temp	Test Strip PPM	Corrective Action
	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				
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	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				
	В	L	D				



Personal Hygiene Log



Objective: Prevent the likelihood of a foodborne illness and to be readily prepared to perform duty safely.

SHIFT:

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.

Name: First & Last	Clean Cotton Attire	No Jewelry	No Nail Polish & ¼ Inch Nails	Beard Net and Mask	Hair Net Hat	Cotton Badge is on and Inside Shirt	Visual Signs of Illness	Diarrhea, Vomiting, Fever	Black Pants and Correct Shoes	Hands Washed and Clean Gloves
EXAMPLE: Bob Smith	~	~	~	~	~	~	X	X	~	~
		<u> </u>			<u> </u>	<u> </u>		<u> </u>	<u> </u>	<u> </u>
PM/PIC Signature:										



Lista de verificación del EPP adecuado

Instrucciones: La persona a cargo inspeccionará a los empleados a diario para asegurarse de que cumplan con el Código de alimentos y las Normas de algodón. Los empleados mantendrán la limpieza personal y se asegurarán de que estén teniendo éxito en las buenas



Objectivo: Prevenir la probababilidad de una enfermedad transmitida por los alimentos y estar prepardo para cumplir con su deber de manera segura.

			Cambio:			n y no se le permi	J	•		
Nombre: Primero último	Atuendo De Algodón Limpio	Sin joyas	Sin esmalte de uñas y uñas de ¼ de pulgada	Máscara y red para barba	Red para el pelo y sombrero	La insignia de algodón está dentro y dentro de la camisa	Signos visuales de enfermedad	Diarrea, vómitos, fiebre	Sin leggings y zapatos correctos	Manos lavadas y guantes limpios
jemplo: <i>Bob Smith</i>	~	~	~	✓	~	✓	X	X	~	✓
										ļ
										
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Receiving Log

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.

(OTTON)	Location:
	Manager:
CULINARY	-
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CORRECTIVE ACTION LEGEND:

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

 $Milk < 45^{\circ} / Produce$: Lettuce = 40° to $60^{\circ} / Tomatoes = <math>40^{\circ}$ to Room Temperature / Potatoes = 40° to Room Temperature

Date	Time	Vendor	Product Name	Quantity	Actual Measured Temperature	Corrective Action with Comments	Verified Date/Initial

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:	

Date	Thermometer Being Calibrated	Temperature Reading	Corrective Action	Initial