Employee	Nature of	Date 8	7 Time	Date	& Time	Comments/Action
Name	Illness	of dep	arture		eturn	Taken
Joe Food Service	diarrhea	1/1	2:00pm	1/3	8:30am	Was treated by doctor

Employee Illness Log

Remember: Employees should notify their supervisor if they have a sever cold, diarrhea, vomiting, jaundice, and sore throat with fever.

Anyone who is sick with these symptoms must NOT work with food.

Daily Sanitizer Checklist

Check method of sanitation:

- □ High Temperature Machine (min. 180°F on the gauge, and 160°F at plate level)
- Low Temperature Machine (with Chlorine at 50 ppm minimum or Quat at 200 ppm minimum)
- \Box Manually with: \Box Chlorine (minimum 50 ppm)
 - □ Quaternary Ammonium (minimum 200 ppm)
 - \Box Iodine (minimum 12.5 ppm)

Date	Time	Dishwasher ppm or temp	Manual Sanitizing ppm	Corrective action if needed
I.E. 1/1	9:00 a.m.	100 ppm chlorine	N/A	None needed
1/1	4:00 p.m.	0 ppm chlorine	N/A	Maintenance corrected problem

Sanitizing reduces bacterial contamination to safe levels through adequate heat or chemical treatment.

Food Delivery Log

Central Kitchen: _____ Date: _____

Food Item	Time & T	Temp when vered	Time & Temp when received		Comments or action taken
	den	vereu	rec	elveu	takeli
i.e.Chicken Nuggets	10:00am	155°F	11:00am	150°F	

Remember: During transportation of Potentially Hazardous Foods, always maintain temperature above 140°F or below 41°F.

Receiving Temperature Log

Date	Product	Temperature	Initials/Comments
i.e. 1/1	Milk	38°F	JD

Food Safety Temperature Log

Date	Hot/Cold Holding Unit	Menu Item	A.M. Temp	P.M. Temp	Initials
i.e. 1/1	Walk-in Cooler	Potato Salad	38°F	41°F	JD

Cooking Log

Date	Food Item	Time/Temp	perature Attained	Minimum Required Temperature
i.e. 1/6	Chicken Breast	11:30 a.m.	194°F	165°F
	Meatloaf	2:00 p.m.	175°F	155°F

165°F Minimum: For raw poultry, poultry products, stuffed meats
155°F Minimum: For raw ground beef, ground pork, and other ground meat products
145°F Minimum: For raw beef roasts, pork roasts, fish, shellfish, veal, eggs

Cooling Log

Date	Food Item	Time	Pre-cooling Temp	Method of cooling	Time	Temp
i.e. 1/1	Beef Roast	9:00 a.m.	168°F	Divided, then refrigerated	1:30 p.m.	39°F

Remember: Potentially Hazardous Foods must be cooled from 140°F to an internal temperature of 70°F within two hours and from 70°F to 41°F within 4 hours

Reheating Log

Date	Food Item	Time	Initial Temp	Method of reheating	Time	Final Temp
i.e. 1/1	Stew	1:30pm	41°F	Stove top	2:15 p.m.	182°F
				<u> </u>		
					1	
					1	
	1				1	

Remember: Potentially Hazardous Foods must be reheated to 165°F within 2 hours.