

Logs to Keep

Documentation (Records)
Recommendations

Documentation Schedule

	USDA	WDE
Food Production Records		
End Point Cooking Temperature.....Daily		Daily
Time and Temperature for Holding.....Daily		Daily
Service Temperature Log.....Daily		Daily
Damaged or Discarded Product Log..... As necessary		As necessary
Cooling Log.....As necessary		As necessary
Daily Temperature Log..... NA		Daily (in place of above)
Equipment Temperature Records		
Receiving Logs.....Each Delivery		Sample of Each Delivery
Daily Refrigerator/Freezer Temp Log..... Twice Daily		Twice Daily
Dry Storage Room Temp Log.....Daily		Not Needed
Thermometer Calibration Log.....Weekly		Every 2 Weeks
Dish Machine Temperature Log..... Daily		Daily
Review Records		
Food Safety Checklist.....Weekly		Monthly
Checklist for Review of System & Plan...Twice a year		Annually
Training Logs		
Food Safety Training Plan and Record....On-going		On-going
Corrective Action Records.....As necessary		As necessary on logs