Delaware General Health District
Dedicated to your health.

1 West Winter Street
P.O. Box 570
Delaware, Ohio 43015
(740) 368-1700
www.delawarehealth.org

Employee Illness Log

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

Remember: Employees should notify their supervisor if they have a severe cold, diarrhea, vomiting, jaundice, and sore throat with fever.
Anyone who is sick with these symptoms must NOT work with food.

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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 (Chlorine at 50 ppm minimum or Quat at 200 ppm minimum)

Manually with: Chlorine (minimum 50 ppm)

Quaternary Ammonium (minimum 200 ppm)

Iodine (12.5-25 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.

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Food Delivery Log

Central Kitchen: _____ Date: _____

Food Item	Time & Temp when delivered		Time & Temp when received		Comments or action taken
i.e.Chicken Nuggets	*10:00am*	*155°F*	*11:00am*	*150°F*	

Remember: During transportation of potentially hazardous foods, always maintain temperature above 135°F or below 41°F.

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Receiving Temperature Log

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

Remember: Potentially hazardous foods must be received at 41°F or below or at 135°F or above and frozen foods must still be frozen.

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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*

Remember: Potentially hazardous foods must be held at 41°F or below or at 135°F or above.

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Cooking Log

Date	Food Item	Time/Temperature 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

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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 135°F to an internal temperature of 70°F within two hours and from 70°F to 41°F within 4 hours.

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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*

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