

Temperature Record Sheet Template - Used to monitor the temperature of foods

Date																Notes	
Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Cold unit 1																	
Cold unit 2																	
Cold unit 3																	
Hot unit 1																	
Hot unit 2																	
Hot unit 3																	
Staff initials																	
Date	Corrective action taken (e.g. bain marie temperature turned up, refrigeration unit checked by technician, food discarded, etc.)															Signed	

✓ Use a clean, sanitised probe thermometer to check food temperature (or e.g. a jar of water, if checking refrigeration).
 ✓ Cold foods should be kept at 5°C or below (unless validated alternative).
 ✓ Hot foods should be kept at 60°C or above (unless validated alternative).
 ✓ If food is not at correct temperature, add notes on corrective actions taken.