

APPENDIX B FOOD TEMPERATURE AND SANITIZER RECORD

Event Name:					
Food Coordinator:			Phone No.:		
Location of Event:		Event Date:		Event Hours:	
Name(s) of Food Handlers Assisting with temperature monitoring (please print):					
<p>Sanitizer Test Instructions. Prepare the sanitizing solution according to label or policy instructions. Use the test strips to check the sanitizing solution effectiveness at least every two hours or after changing the solution. Record the results below.</p>					
Sanitizer solution (1) List:			Sanitizer solution (2) List:		
Time:	Result:	Time:	Result:	Time:	Result:
Time:	Result:	Time:	Result:	Time:	Result:
<p>Food Temperature Instructions: Use a food thermometer to measure the temperature of the foods at the start of the event and at 60-minute intervals up to 4 hours and when a new batch of food is added to the service line. After 4 hours, food should no longer be served unless it has been replaced with fresh food. Return this completed form within 5 days following your event to: Administration & Finance Department, UW-Superior. Questions? Contact Administration & Finance Department at 715-394-8014.</p>					
Food Item	Temperature (° F) of Served Food				
	Time & Temperature When Food Arrives	1 hr. Time & Temp	2 hr. Time & Temp	3 hr. Time & Temp	4 hr. Time & Temp Discard after 4 hrs.
Hot Foods	<i>Temperature must be above 140°F</i>				
i.e., lasagna	10:15 146 F	11:15 am 145 F	12:15 pm 144 F	1:10 pm 143 F	2:10 pm Discarded
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
Cold Foods	<i>Temperature must be below 41°F</i>				
i.e., pasta salad	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
Food Coordinator Signature					Date:

Please return this completed form to Administration & Finance Dept. within 5 days of the event or risk future events non-approval.