Cleaning / Maintenance Schedule & Temperature Monitoring Record

Verified by: _____ Date: _____

Items to Clean	Freq	Req	Resp 1-2	2.2	5/2	6/2	7/2	8/2	9/2	12/2	13/2	14/2	15/2	16/2	19/2	20/2	21/2	22/2	23/2	26/2	27/2	28/2	29/2		Maint Check
Benches	DA	DS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Bin	DA	DS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Cupboard Doors	DA	DS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor	DA	DS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Sink	DA	DS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Hand basin	DA	DS	✓	—	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Blender	AR	DS	✓	✓	—	✓	—	—	—	✓	✓	✓	✓	✓	—	—	—	—	✓	✓	✓	✓	✓		
Hot Plate	DA	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Microwave oven	DA	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Window/ Sills	W	D	—	✓	✓	✓	✓	✓	—	✓	—	—	—	✓	✓	—	✓	✓	✓	—	✓	—	✓		
Cloths Replace	W		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Dishwasher	W	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Mop	W	DS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Pantry	W	D	—	—	✓	—	✓	✓	—	—	—	✓	✓	✓	—	✓	✓	✓	✓	—	✓	—	✓		
Wall	W	D	—	—	✓	—	✓	✓	—	✓	✓	—	—	✓	✓	—	✓	—	✓	—	✓	—	✓		
Fridges	W	D	—	✓	—	✓	✓	✓	—	—	—	—	—	✓	—	—	✓	✓	✓	—	—	—	✓		
Broom/ Dustpan & brush	AR	DS																							
Range hood	F/N	D																							
Toaster	F/N	D	—	—																					
Ceilings/ Lights	M	DS	—	—																					
Freezer defrost	M		—	—																					
Oven	M	DS	—	—	✓																✓				
Air cond vents	M	D	—	—																					
Fly screens	M	D	—	—																					
Fridge 1			1.8	1.9	2.7	2.0	2.3	2.5	2.3	2.7	1.9	2.0	2.0	2.0	3.6	2.4	3.5	2.6	2.8	2.7	4.0	1.0	1.6		
Fridge 2			3.9	3.8	2.7	1.8	3.1	3.0	3.2	1.8	2.1	1.8	2.1	2.4	0.9	2.4	3.6	3.0	2.8	2.0	2.0	2.6	3.0		
Freezer 1			-20	-21	-21	-21	-21	-21	-20	-21	-20	-20	-21	-20	-21	-20	-21	-21	-20	-21	-21	-21	-21		
Freezer 2																									
Sign																									

Freq: AR =As Required / Used DA = Daily W = Weekly F/N = Fortnightly M/= Monthly **Req:** P = Sweep DS = Detergent /Sanitizer

Person Conducting Maintenance Check: Erin K **Sign:** _____ **Date:** 29/2/24

Pest Control Sighting Log

Date	Sighting Location Or Monitored	Type of Pest	Action taken	Sign
23.2.24	~~[illegible]~~ pantry	cricket	killed it / spry	

Cooking / Reheating/ Cooling Record

Date	Product (R) = Reheat	Oven Setting/ Stove top	Cooking Temperatures: Internal Temp of Product Out of Oven or off Stove Top	Time out of oven or finished heating	Time of Plating	Cooling Times & Temperatures: Temp	Time	Temp	Time After 2 hours	Temp	Time After 4 hours	Sign
20/9/11	Roast	220	88C	11.30	12.00	-----	-------	-------	------	------	------	PK
21/9/11	Curry	Stove top	94C	11.30	N/A	60C	12.15	21C	1.30	4C	3.30	PK
2-2-24	Pork Enchila	Stove	97.6	11.30	12.00							
5/2	Veg Cordamo	Stove	94.1°	10.30	11.00							
6/2	Spag	Stove	99.1°	10.30	11.00							
7/2	Sand.	Fridge	3.6	10.30	11.00							
8/2	Chick Rice	Stove	89.3°	10.40	11.00							
9/2	Fried Rice with Bonny in	Stove	92.6	10.45	11.00							
12/2	Beef Rice	Stove	98.7°	10.40	11.00							
13/2	Sandwiches			10.45	11.00							
14.2	cream spag chick	Stove	97.6	10.45	11.00							
15/2	Fried rice	Stove	98.1	10.50	11.00							
16/2	beef Satay	Stove	97.4	10.50	11.00							
19/2	Fishburg	Stove	94.6°	10.30	11.00							
20/2	chicken meatballs	Stove	96.4	10.45	11.00							
21/2	Mex Beef	Stove	94.9°	10.30	11.00							
22/2	Dahl	Stove	98.3°	10.30	11.00							
23/2.	Spaghetti beef	Stove	97.8	10.45	11.00							
26/2	Sandwich	fridge	3.5°	10.50	11.00							
27/2	Curry Beef	Stove	98.3°	10.30	11.00							
28/2	Veg Mac	Stove	86.2°	10.45	11.00							
29/2	Butter Chick	Stove	93.7°	10.40	11.00							

Product temperature to be a min of 75 °C when removed from oven or stove top
Cooling times to be 60°C – 21°C in 2 hours and 21°C to 5°C or less in 4 hours

Verified By:.....Date:.29/2.....

Corrective Action

Calibration Record

Date	Thermometer No1 Ice Reading	Thermometer No2 Ice Reading	Sign
2-2-24	0°	–	
9-2-24	0°	–	
21/2/24	0°	–	
29/2/24	0°	–	

Corrective Action

_____

_____

_____

Staff Illness (Transmissible Disease) Register

Staff Name	Nature of Illness	Date Ceased Work	Date Resumed Work	Name of Medical Practitioner on Certificate

Product Receival Sheet

Date	Supplier name	Products Supplied	Product Temperature	Visual Inspection Including use by date and best before date and condition of packaging	Corrective Action	Signature
9/2	Woollies	Mince	2.1°	✓	nil	
16/2	Woollies	milk mince	2.0°	✓	nil	
22/2	Woollies	Yoguot	3.10	✓	nil	