

# TABLE OF CONTENTS

SAFETY REGULATIONS	... 1 - 2
CLEANING QUICK START GUIDE	... 3
GENERAL CLEANING	... 4 - 5
RAPID RINSER CLEANING	... 6 - 7
A.M. OPENING PROCEDURES	... 8
P.M. CLOSING PROCEDURES	... 9
PRODUCT PROCEDURES	... 10 - 11
EQUIPMENT OPERATION & MAINTENANCE	... 12
CARTS & KIOSKS	... 13
INVENTORY	... 14
REFRIGERATION LOG	... 15 - 16
SANITATION LOG	... 17 - 18



# SAFETY REGULATIONS

## General safety

- Review the location of:
  - The First Aid Kit and Medical Department.
  - Personal Protection Kit and Blood borne Pathogens Policy and training.
  - The poster indicating first aid instructions for choking.
- Report any accident or unsafe condition to your supervisor immediately.
- Do not use potentially dangerous equipment without proper training (Juicer/Blender/Coffee Brewer, etc).
- Report broken or damaged equipment to supervisor.
- All associates are responsible for maintaining a hazard free environment for themselves and our customers.

## Slips, trips and falls

- Clean up any dropped food, spilled liquids, and grease immediately. Post a “wet floor” sign when necessary to alert others to slippery conditions.
- Keep passageways free of carts, boxes, trash cans, mop buckets, and other obstacles.
- All associates are required to wear sneakers, non-skid shoes while at work.
- Use the proper equipment (step stools, step ladders) for reaching upper shelves. Never climb on shelves, boxes or chairs.

## Cuts and Lacerations

### Knives

- Keep knives sharp—dull knives slip easier than sharp ones. If your knife is dull, notify your manager immediately. Choose the proper knife for the job. Do not use a knife for any other job than which it was intended for.
- Cut away from your body.
- Store knives in their proper places. Never place your knife in a water filled sink. Wash the knife when you are done with it, then store it. During the work day, storing them in your Baine Marie filled halfway with Sani-Tab solution is acceptable.
- Wipe knives by moving your cloth from the dull edge to the sharp edge.
- Let knives fall. NEVER TRY TO CATCH A FALLING KNIFE!

### Machinery

#### Dishes/Glasses

- Store glasses and cups upside down. Never stack them. If glass breaks, use a broom and dustpan or damp cloth to pick up the pieces. Do not use your bare hands, no matter how large the pieces. If the glass breaks in a sink, drain the water from the sink before removing the glass. Place the broken glass in a paper bag clearly marked as broken glass.
- Operate machinery only if you are trained and authorized. Follow the manufacturer’s instructions for safe operations.
- Keep all guards on equipment.
- Turn off the switch and remove the plug from the outlet before cleaning or adjusting any equipment.
- Remove all jewelry (or place chains inside your shirt), tie back any loose clothing and wear a hat or hair net when operating any machinery.
- Do not put your hands inside any equipment while it is still running. Make sure all blades have come to a complete stop before opening the equipment.

# SAFETY REGULATIONS

## Burns

- Steam can cause severe burns. Be careful when using all espresso machines.
- Chemicals and cleaning agents can cause burns. Do not use any chemicals without the proper gloves on. Some chemicals, such as degreaser, require the use of goggles and masks. Check the MSDS forms, and with your supervisor, on the proper precautions for different chemicals.

## Lifting Objects

- Always lift an item with a straight back. Use your legs to lift you and the item upright. Keep the object close to your body when lifting and carrying. If you lift heavy items on a regular basis, wear a lifting brace to protect your back.
- Never lift a heavy object by yourself. Get another Associate to help or use a hand truck. If possible, unpack the item to make it lighter.
- Never push an object with your feet. This can cause more damage to your back and groin than lifting.
- Store heavy items on the middle shelves. If the item is too heavy for you to lift over your head, it should not be placed on a high shelf.

## Fire Safety

- Become familiar with your unit's emergency escape route and where emergency phone numbers are posted.
- Know the location of the fire alarms and where the Ansul system switch is.

## First Aid

### REMAIN CALM

- Remember your ABCs (Airway, Breathing, Circulation)
- If the situation requires more qualified help, immediately call (or have someone call) 911. Give the 911 operator your name, business name, address including township, and the nature of your emergency.
- Bleeding: Apply direct pressure. (Wear gloves if applying pressure to another individual.) Elevate the wounded area above the victim's heart if the limb does not appear broken.
- Minor Burns: Immerse burn in cold water until the burned area feels cool. Cover burn with a dry, sterile bandage. Never apply butter or grease on a burn.
- Chemicals in the Eye: Flush eye with water for at least 20 minutes or until medical help arrives.
- Ingesting of Chemicals: See MSDS sheets for treatment. Do not induce vomiting unless called for in the forms. Get to a doctor immediately.
- Electrical Shock: Do not touch the victim or the item causing the shock. If possible, shut off the power by turning off the circuit breaker or unplugging the fuse. Once the victim is free from contact with the electricity, call your emergency number and give CPR if necessary (only if you have been trained to do so).

# CLEANING QUICK START GUIDE

The Health Department requires that all equipment that comes in contact with food be cleaned properly every four hours. So, it is NOT necessary to Wash, Rinse and Sanitize Blenders and Utensils between every blend. It is ONLY necessary to Rinse between blends.

Keep a log near the sink station. This log will indicate the times of the day that cleanings will occur. Note – these cleanings will not be more than four hours apart, but they can be more frequent. Provide a column for the person who does the cleaning to initial that the job is done.

**For Each and Every Cleaning, follow these steps:**

## Three Compartment Sink Set Up

- Fill the Left Sink half way to top with hot water at least 110°F and add enough dishwashing solution to suds.
- Fill the Right Sink so the bowl is approximately half-filled using hot water (at least 110°F) and add enough Quaternary Sanitizer to bring water to a 200 PPM, as indicated on the QT-10 Test Strips.
  - The Quaternary tablets will need to be fully dissolved before the water can be tested. Tear off a piece of test strip about 3" long and hold in the water for 10 seconds. Pull out of the water and place next to the PPM index. If the strip is too green, add water. If it's too orange, add more Quaternary Sanitizer. Every sink is a different size, so always double check the PPM until you understand your sink's chemistry.
- Once you have a 200 PPM solution, mark your sink for the proper fill size for water and indicate the amount of Quaternary Sanitizer used. This will make future refills easier.
- The Center Sink is to be left empty and used for rinsing.
  - Note – Some sinks are manufactured with no drain boards or just one drain board. If your sink has a single drain board and it is on the left side of the unit then reverse Washing and Sanitizing stations. Remember, the drain board must be adjacent to the Sanitizing station. If there are no drain boards, install a drying rack above the sanitizing station and Rinse sinks.



## Equipment Cleaning Steps

- Rinse Blender Jar and/or Utensils
- Wash them with soap
- Rinse again
- Dip into Sanitizing Solution for 2-3 seconds and then let set on drain board.
  - Note – if going directly back to food before dry – RINSE AGAIN!

# GENERAL CLEANING

Cleaning should be done continually throughout the day.

- All surfaces must be kept clean using an approved Food Grade wipe-on or spray Surface Cleaner.
  - tables and chairs
  - countertops
  - sinks
  - blenders
  - all glass surfaces
- Floor should be mopped as necessary and at the end of the day.
  - All cleaning materials are to be properly stored.
  - Mop and bucket must be rinsed and stored in the provided mop room.
- The Juice Bar should be ready to open the next morning.
- Cleaning must never interfere with sales and customer service.
- Trash must be collected from all locations as many times as necessary.

## Sink Set Up

In most states, it is required that you have a three compartment sink and one hand washing sink for a total of four sinks when making a blended beverage as long as you do not prep your Fruits and Vegetables. Juice Bars that plan to expand their offerings and make salads, sandwiches or juicing, will require a separate Food Prep License which will require one more sink dedicated for prepping fruits and vegetables.

The very first task you perform before Opening your Juice Bar is to fill your sinks with the proper solutions for Washing, Rinsing and Sanitizing. This task is repeated every four hours throughout the day or more often if the solution loses its suds or the water becomes dirty.

To properly set up your three compartment sink, the steps are:

- Fill the Left Sink half way to top with hot water at least 110°F and add enough dishwashing solution to suds.
- Fill the Right Sink half way to top with hot water at least 110°F and add enough Quaternary Sanitizer to bring water to a 200 PPM as indicated on the QT-10 Test Strips. Tear off a piece of test strip about three inches long and hold in the water for 10 seconds. Pull out of the water and place next to the PPM index. If too green, add water. If too orange, add more Quaternary Sanitizer. Every sink is a different size so always double check the PPM until you understand your sink's chemistry. Once you have a 200 PPM solution, mark your sink for the proper fill size for water and indicate the amount of Quaternary Sanitizer used. This will make future refills easier.
- The Center Sink is to be left empty and used for rinsing.
- Note—Some sinks are manufactured with no drain boards or just one drain board. If your sink has a single drain board and it is on the



# GENERAL CLEANING

left side of the unit then reverse Washing and Sanitizing stations. Remember, the drain board must be adjacent to the Sanitizing station. If there are no drain boards, install a drying rack above the sanitizing station and Rinse sinks.

## Sink Cleaning Procedures

Before you clean and sanitize items in a three-compartment sink, make sure that you clean and sanitize each sink and drain board. There are 5 steps for cleaning and sanitizing in a three-compartment sink.

- Rinse or scrape all items before washing them to remove loose or heavy residue. Do this in the Rinse Sink.
- Wash items in the Washing sink.
- Rinse items in the second sink. Remove all traces of food and detergent.
- Sanitize items in the third sink by dipping each item fully for about 2-3 seconds.
- Place sanitized items on drain board or drying rack to air dry.
- Note – if items do not have time to air dry before making the next beverage, rinse with clean water to remove sanitizing residue. Items that are sanitized at night before closing can be left to air dry. Rinsing again the next morning is not necessary.

## Blender Cleaning Steps

- Blender jars should be rinsed immediately after use.
- Wash blender jar with soap, rinse, then sanitize at least every 4 hours or more frequently if time allows.
- Place the blender jar upside down so that water can drain.

# RAPID RINSER CLEANING

## External View & Components

Refer to the lower left figure (Figure 1) below to identify the external components of the rinser:

1. Spray nozzle
2. Rinsing base
3. Water hose
4. Suction cups
5. 3/8" Compression fitting (Optional 3/8" BSPT adapter)

## Internal View & Components

Refer to the lower right figure (Figure 2) below to identify the internal components of the rinser:

1. Magnet
2. Spring
3. Upper shell
4. Nozzle vane
5. Nozzle
6. Lower shell
7. Water valve

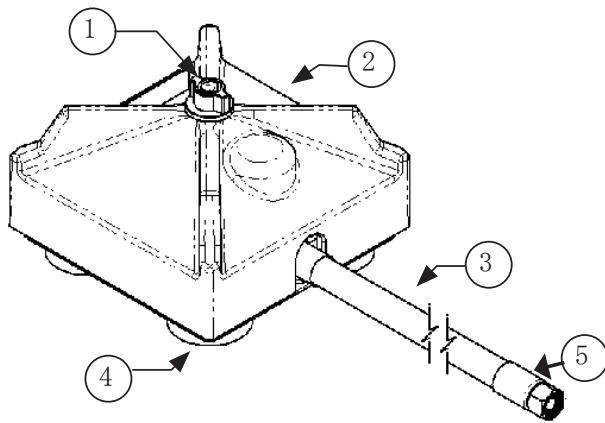


Figure 1

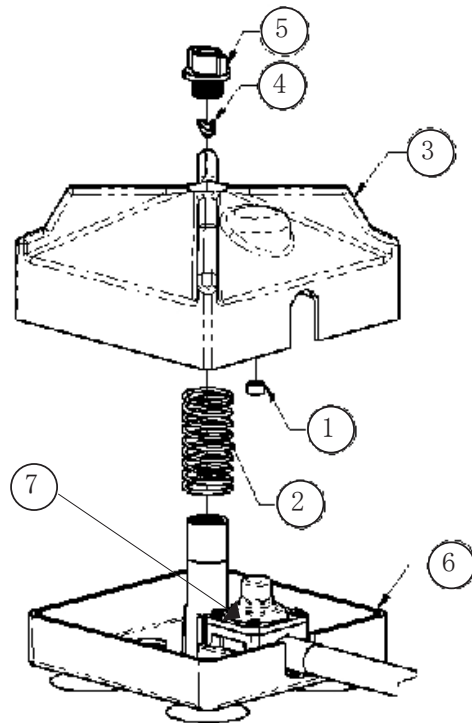


Figure 2



# RAPID RINSER CLEANING

## Rapid Rinser Cleaning & Sanitation

### Short-Term Sanitation

- Shut off the water. Disconnect the water hose from the water source.
- Carefully pull the Rapid Rinser away from the sink basin floor.
- Immerse the entire Rapid Rinser in a sink full of sanitizing solution per the sanitizer's manufacturer's recommendation.
- Pull the Rapid Rinser out of the sanitizing solution and rinse it completely with clean water. Allow the unit to dry.
- Re-attach the water fitting to the water source.

### Long-Term Sanitation

- Shut off the water. Disconnect the water hose from the water source.
- Carefully pull the Rapid Rinser away from the sink basin floor.
- Unscrew the spray nozzle from the bottom shell. Carefully separate the two halves of the Rapid Rinser. DO NOT misplace the spring inside the unit (see Figure 2).
- Always clean and sanitize the unit as per the requirements of your governing health department.
- Thoroughly rinse the Rapid Rinser and all of its components after sanitation. Set the Rapid Rinser and all of its components aside and allow them to dry completely.
- Reassemble the Rapid Rinser by carefully placing the spring on top of the female threaded portion of the water valve (Figure 2). Place the top shell of the Rapid Rinser over the spring such that the opening aligns with the spring. Insert the spray nozzle into the opening and thread until tight.
- Replace the Rapid Rinser in the sink basin and reattach the water hose to the water source.

# A.M. OPENING PROCEDURES

## Sinks

As mentioned earlier, the very first task you perform before Opening your Juice Bar is to fill your sinks with the proper solutions for Washing, Rinsing and Sanitizing as outlined under Sink Set Up.

## Ice Bin

If applicable, fill either Mobile Ice Bin or the Ice Bin inserted in your counter top. This will alert your Ice Machine that Ice is needed and it will begin making more Ice. Following the process should always provide for ample Ice for your operation.

## Store n' Pours

- Once you receive your first order to make a fruit based shake, remove Store n' Pour from refrigerator and shake vigorously as Puree will separate from water overnight.
- Unscrew the flat cap and attach the long neck with the colored spout.

## Baine Marie

These are the aluminum cylinders that hold your Peanut Butter scoops and spoons. Once the Sani-Tabs are dissolved in the sink, fill the Baine Marie halfway and use for storing utensils.

- Note – Do not allow this solution to come in contact with food. Rinse with fresh water first.

## Blender Area

- Remove blender jars from drying rack and place on blender base.
- Remove plastic cold pans containing Strawberries and Blueberries from the refrigerator and place in the Cold Pan located in the front counter – if applicable. Turn Cold Pan on to #3, found on the dial.
- Precut slices of Orange, Lemon or Lime zest about the size of a sunflower seed and place in an NSF container adjacent to the blender.

## Temp Log

At the end of this section there is a temp log.

- Temperature reading shall be made for refrigerator, cold pan and freezer.
- If temp is not under 41°F corrective action must be taken.
- Temperature must be taken at 8am, 12pm and 5pm

# P.M. CLOSING PROCEDURES

When you have concluded your last sale and it is time to lock up, follow these steps to make you're A.M. opening easier.

- Remove all long necks and detach the colored spouts from Store n' Pours.
- Suds, Rinse, and Sanitize the long necks and spouts and leave to dry in drying rack or drain board.
- Screw on flat caps and place Store n' Pours in the refrigerator.
- Wipe down all counter tops, condiment carts, tables, blender base and all glass surfaces with a towel dampened with sanitizing solution.
- Blender jars should be washed, rinsed and sanitized. A final rinse is optional.
- Cover Ice Bin if applicable.
- Floor should be mopped as necessary and at the end of the day.
  1. All cleaning materials are to be properly stored.
  2. Mop and bucket must be rinsed and stored in the provided mop room.
- All perishables should be stored properly in NSF containers. PFC supplies these if needed.

# PRODUCT PROCEDURES

## Crushed Fruit Puree Guidelines

PFC and Dr Smoothie share a very close relationship and share very similar philosophical beliefs in the qualities of the foods we should eat. Because of this mutual bond, the purees that are prepared for you and for your customers are unique in the industry and will never have any sugar, artificial or synthetic ingredients added. All ingredients are minimally processed whole foods and meet PFC's very strict criteria.

- Dr. Smoothie is gently pasteurized, shelf stable puree in its unopened state.
- When opened it must be refrigerated less than 41°F.
- Berry Blends: unopened shelf life is 3 to 4 months
- Other Flavors: unopened shelf life is 6 to 9 months
- After a bottle is opened, 3 to 4 weeks in refrigerator
- DO NOT FREEZE. Store in a cool, dry environment out of direct sunlight.

## Store n' Pour Guidelines – Reconstitution Directions

Begin by removing Store n' Pours from packaging. Wash all pieces in warm soapy water and rinse thoroughly. Hand dry or allow to dry completely. Once dry, apply the appropriate label for the item you are about to reconstitute. Write the date that you are reconstituting the product on the label in the supplied space with an erasable marker. *Reconstituted products must be refrigerated.*

### • For Purees

**Step 1:** Open a fresh bottle of puree and empty the entire bottle into the Store n' Pour.

**Step 2:** Next, fill about 2–4 ounces of fresh water in the empty Dr. Smoothie Bottle and swish all the puree particulates that are still in the bottle, then empty into the Store n' Pour. The Dr. Smoothie bottle is completely empty and can be recycled.

**Step 3:** Fill the Store n' Pour with Fresh Water to the base of the neck of the bottle.

**Step 4:** Store in refrigerator with color caps screwed on. When preparing for the day, attach a pour spout and place Store n' Pour in refrigerator when finished.

**Step 5:** At the end of the day, place clean color screw caps on bottles and thoroughly wash pour spouts. Let dry completely overnight.

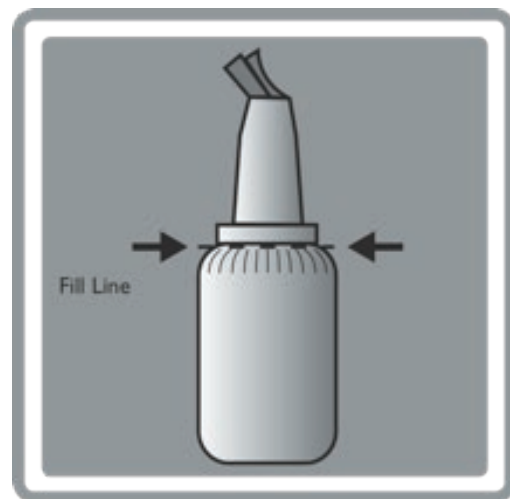
### • For Organic Nonfat Dry Milk

**Step 1:** Open the bag or OXO container of swiig Organic Nonfat Dry Milk. Scoop (9) 50cc scoops (supplied) into the Store n' Pour. Reseal the bag or container.

**Step 2:** Add water to the fill line (top of the ridges) of the Store n' Pour.

**Step 3:** Replace the lid of the Store n' Pour and shake the mixture vigorously.

**Step 4:** Either place the sealed bottle in the refrigerator for future use or exchange the lid for the pour spout and use.



# PRODUCT PROCEDURES

## Fresh Fruit Guidelines

- Fresh bananas should be stored in a cool, open area away from direct sunlight. If kept in the case box, immediately remove the plastic wrapping on the inside of the box so the bananas can breathe. This slows the ripening process. Do not store bananas on the floor or on top of the fridge.
- Pre-slicing a large quantity of bananas for use throughout the day is not recommended. The bananas will turn brown as the day progresses. Cut them as you need or if you anticipate a surge in business, pre-cut them but store in NSF container and place in refrigerator. Be sure to keep bananas on cutting board when preparing them for a shake and keep a clean knife handy to keep size consistent.
- Should the bananas arrive green and need to be ripened, there are ways to encourage ripening. You could place them in a warm place near sunlight or appliances or place them in a brown paper bag with an apple and close the bag. Allow to ripen overnight. If they arrive in a 40lb case, they will most definitely be wrapped in plastic. By not removing the plastic, the bananas will ripen very quickly as stated above.
- Do not store apples and bananas in the same basket or container as the apples will cause the bananas to ripen prematurely.
- When adding fresh lime, lemon or orange slices to a drink, be sure to cut a very thin slice and place in blender. It should be about the size of a sunflower seed, rind and all. Again, use a clean cutting board and knife. This fruit may be sliced in advance and placed in the cold pan or refrigerator. Be sure to use tongs when adding to blender. Customers watch everything you do.

## Frozen Fruit Guidelines

- Frozen fruit should be stored in the freezer in the original packaging under 32°F.
- Frozen fruit must be thawed in the refrigerator or cold pan before adding to a recipe. These are gently pulsed into a drink.

## Freeze Dried Fruit & Veggie Guidelines

Freeze Dried Fruit and Veggies are equal in nutritional value to their frozen/thawed cousins. They too are enzymatically alive.

- They should be stored for immediate use in clear plastic canisters at room temperature or in NSF plastic pans in the refrigerator.
- Long term storage – leave in the bag that it was received in but make sure the seal lock is closed or the fruit can take on the moisture in the air. Bags can be stored at room temperature.

## Skim Milk, Yogurt or Soy Milk

- Milk must be received and refrigerated immediately.
- Each of these liquids are interchangeable. If a customer requests a particular base, use the same amount of fluid ounces.
- Soy milk purchased from Performance Food Centers is shelf stable and only requires refrigeration once opened.

## Water

- Water should be filtered or spring water unless your faucet water has been tested and approved for dispensing in shakes.

# EQUIPMENT OPERATION & MAINTENANCE

## Blenders

Regardless of the model of blender used, Blendtec, Vitamix or Home Model, etc., they will still need to be maintained regularly. The following steps must be performed every 4 hours of operation and as the last step of our closing procedures.

- At least every four hours while open for business, the blender jars and lids as well as utensils used in making the shakes will need to be washed, rinsed and sanitized. If any of the above does not have time to dry before use, you must rinse again thoroughly before use and coming in contact with food.

## Sinks

Fill sinks properly as outlined under Sink Set Up.

- Completely submerge all blender jars and utensils in this solution and soak for 2 minutes. (You must adhere to this time line as prolonged exposure to this solution will cause the jars to become hazy).
- Do not use abrasives or abrasive sponges or scrubbers to clean the blender base, jars, or sound enclosures, as this will dull and scratch the surface.

## Ice Maker

When you first begin to make shakes, test your ice. Sometimes the results vary if ice is shaved versus cubed. Always make sure the ice machine is cleaned regularly.

- Clean the filter on a monthly basis. It is easy and quick to do; however, failure to do this can result in increased utility costs and will ultimately cause machine failure.
- Thoroughly rinse filter in Rinse Sink.
- Use your ice scoop measure to accurately dispense ice. Note that there is an indicator line for the proper amount of ice for a shake with protein.

## Blendtec Blenders - Accessing the Cycle Counter

Managing your Juice Bar Cost of Goods (COGs) starts with determining whether your POS matches the actual number of shakes sold at the of the day. We have a tool that facilitates this. Simply follow the directions below to access the Cycle Counter on your Blendtec Blender:

1. Hold down buttons 2 & 4.
2. The main menu appears...
3. Use button #1 to scroll down to the counter option.
4. Push button #5 to check/yes...
5. Push button #1. The count will appear.
6. Pulse button is the exit button.

At the end of each day, record the Total Shakes Sold that registers on the screen of your blender. Each evening, simply deduct this number from the total from yesterday, and then compare against your POS purchases for the day. Those 2 numbers should be equal; if not, then there is a possibility that shakes are being made without being purchased.

# CARTS & KIOSKS

## Set Up

- This unit has been completely tested and operated before being shipped. Please don't hesitate to call if any problems arise during set up.
- Install proper electrical plug on cord end to match your receptacle.
- Turn all circuit breakers to the off position.
- Turn all sink water faucets to the off position. (Note: If cart is set up for an espresso machine and the espresso machine is not installed yet, the water line must be capped off before turning the power on).
- Check waste water tank vent cap. Cap must be loose.
- Make sure waste tank hose is tight.
- Fill fresh water bottle. Replace tube in bottle.
- Remove any cardboard from refrigerator. Set up shelving inside refrigerator.
- Install track lights, if any, following track light instructions found in white envelope.
- Plug Cart into electrical power.
- Turn refrigerator circuit breaker on, check to see if running properly.
- Turn track light circuit breaker and light switch on, lights should come on.
- Turn water pump on, let run until it stops. Let set for 10 minutes. Turn cold faucet on about ¼ turn, let run until all air is out of line. Turn off. Turn hot water on and follow the same procedure.
- DO NOT RUN WATER PUMP DRY. This should be completely set up.
  - It is recommended that the water pump circuit breaker be turned off when cart is closed for operation.

# INVENTORY

## Receiving Procedures

Whenever a juice bar receives an order, the manager or responsible employee should “check in the order,” or verify that the correct amount of products were received as well as checking the quality of the incoming product. Follow these steps:

- Verify the quantity. Be sure that every product you ordered is accounted for in the delivery. An easy way to do this is to compare your order guide to your invoice and manually check off all items as you look through the delivery. Be sure that product weights and counts are correct.
- Ensure quality. Be sure the items are of good quality. All refrigerated or frozen items should arrive at the proper temperature, and products should show no signs or damage. However, for one reason or another, food products may arrive unusable. When product is received in poor condition the manager should refuse the order if possible, and contact the your PFC Rep immediately to schedule another delivery.

## Date and Store Supplies

Once you have checked your food for quality and recorded the cost and inventory amount in your records, you are ready to put away your food and supplies. This should be done immediately to ensure that food remains at safe temperatures and to keep an organized kitchen. For perishable foods, this involves dating and appropriately storing the products on your restaurant storage and shelving units.

- Maintain clean, safe storage areas. Store all incoming perishables at safe temperatures, and make sure all storage areas are clean, sanitary and free from trash or debris.
- Properly rotate all food items. Store all incoming food items behind those that are already in your refrigeration or storage units. This process of rotating product is known as first-in, first-out (FIFO), and ensures that the older product is stored near the front so it gets used before the new product. Be sure you train all your employees in FIFO rotation to ensure the best food quality and storage procedures in the kitchen.
- Label perishable foods. Most manufacturers will give you the appropriate shelf-life information for their food products. Shelf-life is the time the food can sit in the pantry, in the refrigerator or in the freezer before being prepared and used. Create a specific shelf-life chart that you can hang in your commercial kitchen to give your employees a quick and easy reference when labeling incoming product.
- Note – Purees unopened will last on a shelf for 3–9 months. The darker the color the shorter the shelf life.
- Note – PFC’s Peanut Butter does not have to be refrigerated unless storing for more than a month. Once opened for use, refrigeration is not necessary. There are no preservatives in our Peanut Butter. Our Peanut Butter is made to order and is the Freshest Peanut Butter you will find anywhere.



# REFRIGERATION LOG

## HACCP-Based SOPs

<b>Refrigeration Log</b>							
<b>Instructions:</b> A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. The foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.							
Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date	



# REFRIGERATION LOG

## HACCP-Based SOPs

### Refrigeration Log

**Instructions:** A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. The foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date



# SANITATION LOG

**Blenders & Utensils Must Be  
Washed, Rinsed & Sanitized Every 4 Hours  
Starting From The Time You Open**

Day	1st Cleaning		2nd Cleaning		3rd Cleaning		4th Cleaning		5th Cleaning		6th Cleaning	
	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												

# SANITATION LOG

**Blenders & Utensils Must Be Washed, Rinsed & Sanitized Every 4 Hours Starting From The Time You Open**

Day	1st Cleaning		2nd Cleaning		3rd Cleaning		4th Cleaning		5th Cleaning		6th Cleaning	
	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												