





# Daily Menu Production Plan (prototype)

Traditional or  Enhanced Food Based Menu Planning

Date: \_\_\_\_\_

School: \_\_\_\_\_

## Number of Meals Served

Grades ( ) \_\_\_\_\_

Grades ( ) \_\_\_\_\_

Second \_\_\_\_\_

Adults \_\_\_\_\_

Total \_\_\_\_\_

Offer Versus Serve: Breakfast:  
 Three of Four

Lunch:  
 Four of Five

Three of Five

Grains/Breads:  
 Grades: \_\_\_\_ = \_\_\_\_

Grades: \_\_\_\_ = \_\_\_\_

Menu	Recipe # or Product Description	Process 1, 2, 3	Temp (°F)	Time	Quantity Prepared	Grades		Grades		Adults		Leftover *W/C/F/R
						Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	
Meat/Meat Alternate												
Vegetable												
Fruits												
Bread/Grains												
Milk												
Other/Condiments												

\* W=Waste C= Properly Cooled following SOP F=Returned to Freezer R=Returned to Refrigeration



# Food Transport Sheet

(Prototype)

Serving Site: \_\_\_\_\_

Date: \_\_\_\_\_

Meals ordered                      Student Meals                      \_\_\_\_\_

Adult/Second Meals                      \_\_\_\_\_

Extra Milk                      \_\_\_\_\_

Menu Item	Portion Size	Number Portions Sent	Production Kitchen		Serving Site	
			Time Carts are Loaded	Temp.* When Carts are Loaded	Temp. on Arrival	Temp. at meal service

\*Monitor Temperatures of potentially hazardous foods.

Special Instructions/Comment













**Daily Refrigerator / Freezer Temperature Log**

*(Prototype for two temperature readings)*

**Instructions:** This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee/volunteer will record the time, temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. Maintain this log for one year after the second annual inspection. If corrective action is required on any day, circle the date in the first column and explain the action taken on the bottom of the log.

**Refrigerators: Between 35°F and 41°F.**

**Freezers: Between -10°F and 0°F.**

Month/Year: \_\_\_\_\_

Location/Unit Description: \_\_\_\_\_

Date	Time Temp. Taken <AM>	Temperature	Initials of person taking temperature	Time Temp. Taken <PM>	Temperature	Initials of person taking temperature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**Corrective Action Taken:**

### Daily Refrigerator / Freezer Temperature Log

*(Prototype for multiple units on one form)*

**Instructions:** This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee/volunteer will record the time, temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. Maintain this log for one year after the second annual food safety inspection.

If corrective action is required on any day, circle the date in the first column and explain the action taken on the bottom or the backside of the log.

**Month:** \_\_\_\_\_

**Year:** \_\_\_\_\_

Date	Reach-in Refrigerator	Snack Freezer	Milk Cooler	Walk-in Freezer	Walk-in Refrigerator	Employee's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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27						
28						
29						
30						
31						

Refrigerators Temp.: 35°F and 41°F.

Freezers Temp.: -10°F and 0

**Corrective Action Taken:**

**Daily Milk Cooler/ Refrigeration Temperature Log with Cleaning Schedule**

*(Prototype for milk cooler or refrigerator )*

**School/Facility:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **20** \_\_\_\_\_

**Instructions:** This log will be maintained for each refrigerator and freezer in the facility. A designated food service employee/volunteer will record the time, temperature and their initials. Date unit is cleaned will also be noted in designated column. Maintain this log for one year after the second annual inspection. If corrective action is required, circle the date in the first column and explain the action taken on the bottom of the log.

Date	Milk Cooler /Refrigeration Unit #1				Milk Cooler /Refrigeration Unit #2			
	Time	Temp. In °F.	Initials of person taking temperature	Initials to denote date unit is cleaned	Time	Temp. In °F.	Initials of person taking temperature	Initials of person on date unit is cleaned
1								
2								
3								
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**Refrigerators: Between 35°F and 41°F**

**Corrective Action:**

# Temperature/Cleaning Log for Milk Cooler/Refrigeration Unit

Month \_\_\_\_\_ 20\_\_\_\_

Unit Number \_\_\_\_\_

**Instructions:** Complete this daily log each month of operation to document milk storage temperatures are monitored in accordance with the Wisconsin State Food Code. Initial to note date unit was cleaned.

Date	Time	Temp. in °F.	Initials of person recording temp.	Initials of person who cleaned unit	Corrective action taken when internal temperature does not register between 33° F. to 41° F.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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31					

**Store Milk between 35° F and 41° F. Ideal temperature is 33° F.**







