

FOOD AND NUTRITION PROCEDURES

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Effective	July 2008
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Miami-Dade County Public Schools

Subject: DAILY COLD/DRY STORAGE TEMPERATURE RECORD

For Action By: FOOD SERVICE MANAGERS AND SATELLITE ASSISTANTS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

Purpose

Accurate temperature readings are to be recorded twice daily for each refrigerator, freezer, milk box and dry storage area. This is to ensure that foods are held at the proper, safe temperatures. Refrigerator units, including milk boxes, should be between **33 and 41 degrees Fahrenheit** and freezer units should be between **0 and -10 degrees Fahrenheit**. All units must have an additional thermometer placed inside. Temperatures recorded below 0 must reflect the **minus (-) sign**. The ideal temperature for dry storage areas is **50 degrees Fahrenheit although temperatures up to 70 degrees Fahrenheit** are acceptable.

The first reading must be recorded in the morning before units have been opened and the second reading must be recorded in the afternoon prior to leaving and to allow time for corrective action if necessary. The Daily Cold/Dry Storage Temperature Record is provided for this purpose ([Attachment](#)).

To maintain maximum quality of food items, proper storage is important. Refer to Procedure C-16 "Storage of Purchased Food and Non-Food Items".

Corrective Action

Refrigerator and freezer units that are not within the above stated temperature ranges are not working properly. **The following corrective action must be taken immediately:**

1. Call in an emergency work order to maintenance and record the information on your Log Sheet of Repairs/Services.
2. Remove all food from malfunctioning units.
3. Check the temperature of food items to ensure the food is not spoiled. In refrigerators, food held at temperatures above 41 degrees for more than two hours must be discarded (refer to [Procedure C-10](#)). In freezers, if the food still contains ice crystals or is 41 °F or below, it is safe to refreeze.

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4. Place the food in another available freezer/refrigerator unit or arrange for its transfer to another location that has sufficient storage capacity.
5. Post a sign on the unit stating in large, bold letters “**DO NOT USE**”.
6. Contact your Food Service Coordinator if you need assistance.

Record Keeping

Each month this report should be filed along with all other documentation kept for audit purposes. Each refrigerator, freezer, and milk box should be identified so that trends of malfunctions can be tracked.