

FOOD TEMPERATURE RECORDING LOG

EVENT AND CONTACT INFORMATION:

NAME OF PERSON SIGNING FORM		EVENT DEPARTMENT OR PROGRAM	
EVENT DESCRIPTION	EVENT DATE	TIME BEGIN	TIME END
ORGANIZER EMAIL		ORGANIZER PHONE NUMBER	
EVENT LOCATION AND ROOM #		MAXIMUM ATTENDANCE EXPECTED	

INSTRUCTIONS:

- Use a calibrated food thermometer to measure food temperatures 2 hours from delivery or setup
- Hot foods must remain above 140°F
- Cold foods must remain below 40°F
- Discard any food that does not meet temperature requirements after 2 hours
- Submit this completed form within 5 days back into the Food Policy portal



TEMPERATURE RECORDING LOG

HOT FOODS (140°F+)

FOOD DESCRIPTION	2 HOURS	2.5 HOURS	3 HOURS	3.5 HOURS	ACTION TAKEN
Example: lasagna	147°F	144°F	138°F		Discarded

COLD FOODS (40°F-)

FOOD DESCRIPTION	2 HOURS	2.5 HOURS	3 HOURS	3.5 HOURS	ACTION TAKEN
Example: macaroni salad	46°F				Discarded

FOOD COORDINATOR NAME: _____

FOOD COORDINATOR SIGNATURE: _____

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