

Day	Time	Name of Staff Member	Checked by Manager	Refrigerators				Freezers			
				1	2	3	4	1	2	3	4

- Freezer temperatures should reach: -18°C (0°F)
- Refrigerators should never exceed 8°C (46°F)
- All refrigerators and freezers should be checked at least three times daily.
- The record sheet should be displayed in a prominent location and completed at the time of the check.
- If the temperature of a refrigerator or freezer is not within the stated guidelines, the staff member should report it to a supervisor immediately and an engineer called to rectify the problem.
- At the end of each week, the completed record sheet should be submitted to the property manager for file and reference.