FOOD TEMPERATURE RECORDING CHART

EVENT & CONTACT INFORMATION

Caterer Hosting Dept. Organization (check appropriate box & write in business/dept. name)				
Name:				
Food Coordinator:	Phone No.:			
Caterer/Campus Address:	Fax:			
Name of Event:	Event Date:			
Location of Event:	Event Hours:			

Instructions: Use a food thermometer to measure the temperature of the foods at the start of the event and at 30-minute intervals up to 2 hours. After 2 hours, food should no longer be served unless it has been replaced with fresh food. Return this completed form within 5 days following your event to: EH&S, Food Safety Program, SUNY Stony Brook, 110 Suffolk Hall, Stony Brook, NY 11794-6200 (FAX: 2-9683). Contact EH&S at 2-6410 if you have any questions.

Food Item	Temperature (° F) of Served Food				
	Start (Arrival	30 min.	1 hour	1-1/2 hours	2 hours
	of Food)				
Hot Foods	Temperature must be above 140°F				
i.e., lasagna	146°F	145°F	144°F	144°F	
					DISCARD FOODS AFTER TWO HOURS
Cold Foods	Temperature must be below 41°F				
i.e., pasta salad	37°F	37°F	38°F	38°F	
					DISCARD
					FOODS
					AFTER TWO
					HOURS

Food Coordinator (Signature)

Date

^{***}If this completed form is not received by EH&S, future events by caterer, hosting department or organization may be disapproved***