

## FOOD TEMPERATURE RECORDING CHART

### EVENT & CONTACT INFORMATION

<b>Caterer</b> <input type="checkbox"/> <b>Hosting Dept.</b> <input type="checkbox"/> <b>Organization</b> <input type="checkbox"/> (check appropriate box & write in business/dept. name)	
<b>Name:</b>	
<b>Food Coordinator:</b>	<b>Phone No.:</b>
<b>Caterer/Campus Address:</b>	<b>Fax:</b>
<b>Name of Event:</b>	<b>Event Date:</b>
<b>Location of Event:</b>	<b>Event Hours:</b>

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

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Food Coordinator (Signature)

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Date

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