Instructions:

Use a sanitized probe thermometer to monitor & record product temperature during cooling. During hours of operation, continue to monitor the temperature until 4°C is reached. Record any corrective action taken. The supervisor verifies daily that process is being followed. Maintain completed logs for one year min. See the next page for an example.

Note: Cool product 60°C/140°F to 20°C/68°F within 2 hours and 20°C/68°F to 4°C/40°F within 4 hours

PublicHealth
WELLINGTON-DUFFERIN-GUELPH
Stay Well.

Cooling Log

Food Product	Date (dd/mm/yyyy)	Cooling Method	Cooling Started Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Employee Initials	Supervisor Initals

Verified by (supervisor or manager): _____ / Verification Date: _____

Corrective Actions Taken

Date (dd/mm/yyyy)	Issue	Corrective Action(s) Taken

Example

Food Product	Date (dd/mm/yyyy)	Cooling Method	Cooling Started Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Employee Initials	Supervisor Initals
Example Sauce	01/01/2026	Ice wand / cooler	06:30 / 60C	07:10 / 22C	08:15 / 8C	10:15 / 3C		PD	OJ
Example Meatloaf	01/01/2026	small portion / cooler	11:30am / 74C	2:00 / 15C	3:15 / 8C	4:25 / 3C		PD	OJ
Example Soup	01/01/2026	Shallow pans	1:30pm / 81C						
Example Chili	01/02/2026	cooler	07:15 / 78C	10:00 / 55C	11:20 / 46C	2:30 / 33C	4:22 / 20C	PD	OJ

Verified by (supervisor or manager): _Jillian Smith_____ **/ Verification Date:** __January 2, 2026_____

Corrective Actions Taken

Date (dd/mm/yyyy)	Issue	Corrective Action(s) Taken
01/02/2026	Example: Soup temperature not recorded	I spoke with PD who explained he lost his pen but had taken temperatures. Showed PD where spare pens are stored.
01/02/2026	Example: Chili took too long to cool	Product discarded. Re-trained PD on use of shallow pans for chili as chili had been cooled in large pot.