Instructions:

Use a sanitized probe thermometer to monitor and record product temperature during hot holding. During hours of operation, continue to monitor the temperature. Record any corrective action taken. Supervisor verifies daily that process is being followed. Maintain completed logs for one year minimum. See next page for example.

Hazardous food products must be always held above 60°C (140°F).

PublicHealth
WELLINGTON·DUFFERIN·GUELPH
Stay Well.

Hot Holding Log:

Food Product	Date (dd/mm/yyyy)	Time / Temp	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)	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Employee Initials	Supervisor Initals
Curry	01/01/2026	11:30 AM / 74°C	1:00 PM / 73°C	3:01 PM / 73°C	4:58 PM / 73°C			*SK*	*OJ*
Butter Chicken	01/01/2026	12:00 PM / 80°C	1:56 PM / 71°C	4:01 PM / 70°C	5:55 PM / 68°C	8:10 PM /68 °C		*SK*	*OJ*
Tomato Soup	01/01/2026	12:00 PM / 81°C	4:01 PM / 22°C					*SK*	*OJ*

Verified by (supervisor or manager): _Jasmine Gill_____ Verification Date: _____01/01/2026_____

Corrective Actions Taken

Date (dd/mm/yyyy)	Issue	Corrective Action(s) Taken
01/01/2026	Tomato Soup temperature below 60C.	Spoke to SK. SK forgot to turn on the hot holding unit and failed to check the temperature because he forgot. The product was discarded because it was left at room temperature for more than 2 hours. SK agreed to be more diligent in the future.