

4-HOUR CLEANING AND RECEIVING LOG

4-Hour Cleaning Schedule Window	Actual Time	Roast Beef - Pre-Slice Calculation (Pre-Heat Pan Before Slicing)			Cleaning Log	
		Projected Sales for Next 30 Min.	Dollars/\$ per Roast	Pounds of Beef to Pre-Slice	Slicer (Initials)	Food & Hand Contact Surfaces (Initials)
9 - 9:30 AM		÷	x 10 =			
1:30 - 2 PM		÷	x 10 =			
4:30 - 5 PM		÷	x 10 =			
8 - 8:30 PM		÷	x 10 =			
12:30 - 1 AM		÷	x 10 =			
4:30 - 5 AM		÷	x 10 =			

IMPORTANT: The scheduled window for the 4-hour cleaning tasks is 30 minutes, this window is a recommended time to complete the tasks. When the 4-hour cleaning tasks are completed, document the time in the actual time box.

In the event you are late to complete the cleaning during the recommended window, document the actual time completed and then resume following the recommended scheduled windows.

RECEIVING LOG FOR DELIVERY DAYS - if any violations are observed, refuse product and contact distributor.

- Dry Stock** - Check receiving conditions for signs of pest activity, wet or damaged packaging.
- Frozen** - Check receiving conditions of all frozen product, note any signs of thawing or refreezing.
- Refrigerated** - Check receiving conditions of all products, and log two refrigerated product temperatures.

Receiving Condition Signs of pests, damage, or expired product?	
YES	NO

Frozen Product Thawed or Signs of Refreezing	
YES	NO

Refrigerated Product			
Product #1	Temp < 41°	Product #1	Temp < 41°



Restaurant #	
Date	

Temperature Corrective Action Code:	
1. Discarded product	5. Called maintenance / Supervisor
2. Reheated product	6. Moved to cooler / chilled
3. Adjusted temperature	7. Fry Freezer is in defrost mode
4. Moved product to working equipment	8. Changed sanitizer, tested correctly

[illegible]