COOLING RECORD SHEET

Time/ Date	Food Temperature	Corrective Action	Signature	Notes on Critical Temperatures
				Proper Cooling Temperatures:
				1. **Cool food to 70°F within 2 hours.**
				2. **Cool food to 40°F within an additional 4 hours**
				1. **If the food does not reach 70°F within 2 hours:**
				• Reheat the foods to 165°F and begin the cooling process again.
				2. **If the food reaches 70°F within 2 hours but does not reach 40°F within an additional 4 hours:**
				• Reheat the foods to 165°F and begin the coolin process again.
				• Do not reheat the food if it has already been reheated once. Throw out the food if it has already been reheated once.