

---

Subject: **MONITORING TEMPERATURES OF EQUIPMENT, STORAGE AND HOT WATER**

---

**PURPOSE**

The purpose of this procedure is to ensure proper monitoring of temperatures of equipment, storage, and hot water.

**PROCEDURE**

A. Refrigerators, Freezers and Milk Boxes/Beverage Coolers

Refrigerator units, including milk boxes/beverage coolers, should be between **33 and 41 degrees Fahrenheit** and freezer units should be between **0 and -10 degrees Fahrenheit**. All units must have an additional thermometer placed inside. Accurate temperature readings are to be recorded twice daily for each refrigerator, freezer, and milk box/beverage cooler. This is to ensure that foods are held at the proper, safe temperatures. Temperatures recorded below 0 must reflect the **minus (-) sign**.

1. The first temperature reading must be taken first thing in the morning before units have been opened and recorded on the Daily Cold/Dry Storage/Hot Water Temperature Record ([Attachment A](#)).
2. The second temperature reading must be taken in the afternoon prior to leaving to allow time for corrective action, if necessary, and recorded on the Daily Cold/Dry Storage/Hot Water Temperature Record ([Attachment A](#)).
3. If refrigerator, freezer and/or milk box/beverage cooler units are not within the above stated temperature ranges, they are not working properly. **The following corrective action must be taken immediately:**
  - a. Call in an emergency work order to the Food and Nutrition's Repair Cal Center (RCC) at 786-275-0500, or via email at [fnrepaircallcenter@dadeschools.net](mailto:fnrepaircallcenter@dadeschools.net) and inform your Food Service Supervisor.
    - Complete the information on the Log Sheet of Repairs/Services and include the work order number.
  - b. Remove all food from malfunctioning units.
  - c. Check the temperature of food items to ensure the food is not spoiled. In refrigerators, food held at temperatures above 41 °F for more than two hours must be discarded (refer to [Procedure C-10](#)). In freezers, if the food still contains ice crystals or is 41 °F or below, it is safe to refreeze.

---

Subject: **MONITORING TEMPERATURES OF EQUIPMENT, STORAGE AND HOT WATER**

---

- Place the food in another available freezer/refrigerator unit or arrange for its transfer to another location that has sufficient storage capacity.
- d. Post a sign on the unit stating in large, bold letters “**DO NOT USE**”.
- e. Contact assigned region Food Service Supervisor if assistance is needed with transportation of food to another location.
- f. Contact Food and Menu Management if deliveries need to be rescheduled or diverted.

B. Dry Storage Areas

The ideal temperature for dry storage areas is **50 degrees Fahrenheit, although temperatures up to 70 degrees Fahrenheit** are acceptable.

1. Dry storage temperatures must be taken once daily in the morning after refrigerator, freezer and milk box/beverage cooler temperatures are taken and recorded on the Daily Cold/Dry Storage/Hot Water Temperature Record ([Attachment A](#)).
2. If dry storage temperatures are not within the acceptable range, call in a work order to Maintenance and record the information on the Log Sheet of Repairs/Services ([Attachment B](#)).

To maintain maximum quality of food items, proper storage is important. Refer to Procedure [C-16 Storage of Purchased Food and Non-Food Items](#).

C. Hot Water

1. After arriving at the school, make sure there is hot water available at all sinks, including restrooms.
2. **Check for hot water throughout the day.**
3. If at any time there is no hot water or it is not at proper temperature, do the following:
  - a. Notify the principal/school site administrator.
  - b. Check with principal/school site administrator for reports of water main breaks and other issues that may be affecting the food service area or school.
  - c. Notify the region food service supervisor.

**FOOD AND NUTRITION  
PROCEDURES**  
Miami-Dade County Public Schools

**C12**

---

Subject: **MONITORING TEMPERATURES OF EQUIPMENT, STORAGE AND HOT WATER**

---

- d. Call the RCC at 786-275-0500 for an emergency work order for further instructions, depending on the reason for the loss of hot water.
- e. Document work orders and/or action required by Maintenance, Resident Maintenance Services Mechanic and/or custodial staff on the Log Sheet of Repairs/Services ([Attachment B](#)). Post the Log Sheet in a visible place in the food service area.

Record Keeping

Each month the Daily Cold/Dry Storage/Hot Water Temperature record must be filed along with all other documentation kept for audit purposes. Each refrigerator, freezer, and milk box should be identified so that trends of malfunctions can be tracked.

*For Action By: Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: June 2006(2<sup>nd</sup>), September 2007, July 2008, July 2013, July 2023, June 2024*  
*Reviewed: June 2024*