HACCPLAN

PER-SHIFT CLEANING + SANITIZER LOG

Verify sanitizer at start of shift and every 2–4 hours of continuous use. Test strip every time.

HACCPLAN-CL-PS-01
v1.0
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FACILITY NAME	PERIOD	MANAGER ON DUTY

THRESHOLD / AUTHORITY

Cl 50–100 ppm · Quat 200–400 ppm · Iodine 12.5–25 ppm · PAA per label · FDA Food Code §4-501.114; 21 CFR §117.35; SFCR §47 · Food-contact surfaces cleaned + sanitized after each use OR every 4 hours during continuous TCS-food use (§4-602.11). Test strip type must match the chemistry.

DATE	TIME	AREA / EQUIPMENT	SANITIZER CHEMISTRY	PPM	STRIP TYPE	OK?	CORRECTIVE ACTION	INITIALS

WEEKLY SUPERVISOR VERIFICATION

I have reviewed this log for the period above and confirm that any out-of-range readings have a documented corrective action.

SUPERVISOR SIGNATURE	WEEK ENDING	DATE SIGNED

Records retention
2 years per 21 CFR §117.315 (FSMA) / SFCR §87 (CA)

Notes
The ppm column is the single biggest gap on most free cleaning logs. Without it, an inspector reads the log as 'incomplete' — a frequent finding in 'inadequate sanitation records' citations.

Source
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