Fridge and freezer temperature log

One sheet per month. Check every fridge, chilled display and freezer at least once a day, starting with your opening checks.

MONTH _____ SITE _____ SIGNED OFF BY _____

Fridges and chilled displays: set at 5°C or below. Chilled food: 8°C or below. Frozen food: -18°C or below.

8°C is the legal limit for chilled food in England, Wales and Northern Ireland, and the recommended limit in Scotland. Some foods need colder storage: follow the label. Write down the reading in °C. This log supports, and does not replace, your food safety management system (Safer Food, Better Business or, in Scotland, CookSafe).

NAME	UNIT 1		UNIT 2		UNIT 3		UNIT 4		UNIT 5		INITIALS	NOTES: WHAT WENT WRONG AND WHAT YOU DID
TYPE	fridge	freezer	fridge	freezer	fridge	freezer	fridge	freezer	fridge	freezer		
DAY	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
1												
2												
3												
4												
5												
6												
7												
8												
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31												

IF A READING IS OUT OF RANGE

1. Check again, but not straight after the door has been open for a while or during a defrost cycle. To check the food itself, probe between packs with a clean, disinfected probe.
2. If the unit is not holding its temperature, move the food to another fridge or freezer, or to a cold area, and get the unit checked or repaired.
3. Chilled food that has not been kept chilled for more than four hours must be thrown away.
4. Freezer: move food that is still hard and icy to another freezer straight away. Food that has started to soften goes to your defrosting method. Food that must stay frozen, such as ice cream, cannot be refrozen once it starts to defrost.
5. If you cannot move the food, or you do not know how long the unit has been faulty, contact the Environmental Health team at your local council for advice.
6. Write down what went wrong and what you did, in the notes column and in your food safety diary.

Worked example

The first four days of the example in the Excel version. The readings show how the log works; they are not targets.

MONTH: November 2026 | SITE: | SIGNED OFF BY:

	UNIT 1		UNIT 2		UNIT 3		UNIT 4		UNIT 5		INITIALS	NOTES: WHAT WENT WRONG AND WHAT YOU DID
NAME	Walk-in fridge		Larder fridge		Grill fridge		Dessert fridge		Upright freezer			
TYPE	(fridge) freezer		(fridge) freezer		(fridge) freezer		(fridge) freezer		fridge (freezer)			
DAY	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
1	3	4	4	5	4	5	3	4	-20	-19	AB	
2	3	4	4	4	4	9	3	3	-19	-20	CD	Grill 9°C: door left open. Food 6°C. Shut, 4°C by 17:30
3	2	4	3	5	4	5	3	4	-15	-19	AB	Freezer -15°C: delivery going in. Food hard. -19°C by 10:30
4	3	4	4	4	3	5		4	-20	-20	CD	Dessert fridge missed at opening; 4°C at 14:00

Fridge reading above 8°C (red in Excel) | Above the limit for that unit: 5°C fridge, -18°C freezer (amber) | Check missed

READING THE EXAMPLE

Day 2: the grill fridge read 9°C at the afternoon check. That is above 8°C, so it shows red. The probe between packs showed the food at 6°C, the door was shut and the fridge was back to 4°C by 17:30. The note says what was found and what was done.

Day 3: the freezer read -15°C during a delivery. That is above -18°C, so it shows amber. The food was still hard and the freezer was back to -19°C by 10:30.

Day 4: nobody took the dessert fridge reading at opening. It read 4°C at 14:00.

Over these four days the Excel version counts 39 readings, 2 above the limit and 1 opening check missed.

PROBE CHECK: AS OFTEN AS THE MAKER SAYS, OR REGULARLY, FOR EXAMPLE ONCE A MONTH

Iced water should read between -1°C and 1°C. Boiling water should read between 99°C and 101°C. If a reading is outside its range, replace the probe or send it back to the maker to be calibrated. Clean and disinfect the probe before and after each use.

PROBE CHECK RECORD

DATE	ICED WATER (°C)	BOILING WATER (°C)	OK, REPLACED OR SENT BACK	INITIALS

WHERE THE FIGURES COME FROM

Food Standards Agency, Safer Food, Better Business for caterers: the Chilling and Management sections (chilled storage, freezing, opening checks, probe checks). Food Standards Scotland, CookSafe: House rules, temperature control. Checked 12 November 2026.