Kitchen Manual Appendix 5: Cumberland Care: **Monthly monitoring form**

Please look back over the past month’s daily sheets and complete this form with the required information. Please give a summary of any issues that remain outstanding. This form should then be given to the Supervisor and a copy kept for your records. Site name: Date from: Date until:

|  |
| --- |
| Please complete in the relevant sections (if nothing to report please insert n/a) |
| Is there any required maintenance? |
| Are cleaning schedules up to date? |
| Did you have any issues with cooking or serving?  |
| Any staff-related issues (new staff, training given / required etc.) |
| Any problems with suppliers, stocks, or deliveries?  |
| Any changes to your menus?  |
| Have your monthly temperature probe checks been done?  |
| Unit kitchen fridge temperatures documentation check (Refer to appendix 7)  |
| Any other problems? |
| If you have any other outstanding issues, please list them:  |

**Unit kitchen’s fridge temperature documentation check (refer to appendix 7)**

**Signed by staff Member: Supervisor:**