



COMPLIANCE STATION · FREE EDITION

Walk-In Cooler & Freezer Audit Checklist

When was your last walk-in cooler audit?

A 15-minute weekly walk that finds the waste, the violations and the case of shrimp nobody remembers ordering.

Property _____ Date _____ Walked by _____

WHAT THIS PREVENTS

The walk-in that costs you twice: a health inspection citation for storage order, unlabeled pans or a unit running warm, and a food-cost line that drifts because spoilage goes in the trash uncounted and the same over-order lands every Tuesday. It also prevents the quiet compressor failure that turns a full box of protein into a dumpster on a Sunday morning.

How to use it

1. One owner runs the audit (Exec Chef or Sous Chef), on the same 15-minute weekly slot, whether or not the box 'looks fine'.
2. Audit the box with a clipboard, a probe thermometer, a Sharpie and a trash can. Walk it top to bottom, back to front; touch every shelf.

A. The system — standing audit

ITEM
☐ One named owner for the walk-in audit, with a backup who covers days off and vacation
☐ Fixed weekly slot on the kitchen calendar (same day, same time, 15 minutes) — before the big delivery, not after
☐ Audit log kept per unit: date, auditor, temps, findings, discards with cost, initials — no gaps
☐ Probe thermometer calibrated (ice-water method, 32°F [VAR]) and calibration recorded before the audit temps are taken
☐ Corrective-action log: every finding has an owner, an action-by date and a closure note
☐ Spot-check of the audit log against the actual box by a manager NOT on that kitchen shift
☐ Temperature log for each unit completed at required frequency ([VAR] per AHJ), separate from the weekly audit

B. Temperature & equipment (first 4 of 14 items)

ITEM
☐ Cooler air temp at or below [VAR] (typically 41°F, confirm locally) at the warmest point — usually by the door, top shelf
☐ Freezer air temp at or below [VAR] (typically 0°F, confirm locally); product hard-frozen, no soft edges
☐ Product temperature spot-probed on three items at random shelves; readings logged
☐ Door gaskets intact, clean, no tears or gaps; dollar-bill test holds on all four sides



WHAT THE FULL EDITION ADDS

This free edition covers 11 of 54 line items. The full edition gives you the whole system:

- **All 7 sections, all 54 items**, from standing readiness to closing the loop.
- **A frequency on every line** (every shift, weekly, quarterly), so nothing waits for someone to remember it.
- **An owner column** naming the role responsible, so the list survives turnover and days off.
- **A pro tip on every item**: practical operator advice on what actually gets missed.
- **A sign-off block**: completed by, verified by, date and corrective actions.

SAMPLE PRO TIP

Owner is a role, not a person. When the Sous Chef leaves, the audit should not leave with them.

Get the full checklist for \$9.99 at onawaithospitality.com/compliance-station

CHECKLIST USE NOTICE

This checklist provides operational guidance. Applicable laws, regulations, codes, and mandatory requirements always take precedence. Completing this checklist does not establish or certify regulatory compliance.

Read the full Checklist Use and Regulatory Disclaimer: onawaithospitality.com/faq