The Gravity Food Safety & Sanitation

Digital Control Center | Founding Year Release 1.1 | Thomas Monroe Books

STEP	WHAT TO DO
1	Complete Settings and Definitions Sources.
2	Load a small verified test period into the operating sheets.
3	Review Dashboard and Checks before making a management decision.
4	Choose no more than three priority actions at one review.
5	Verify results and retain evidence before closing.

NON-NEGOTIABLE RULES	
1	Use the current approved source and definition.
2	Do not type over formula cells.
3	Do not copy sensitive source records into this workbook unless the approved process requires it.
4	Do not improve a metric by weakening safety, legality, quality, hospitality, or approved standards.
5	Archive replaced workbook versions and preserve one controlled current copy.

System

| *Thomas Butler*

WHY IT MATTERS	CONTROL
The workbook cannot interpret data consistently without a period, owner, sources, and definitions.	Do not skip source control.
A test catches mapping, unit, date, and formula issues before live use.	Resolve Checks before scaling.
A dashboard without control checks can make bad data look authoritative.	Failed checks require action.
Too many actions dilute ownership and closure.	Use Action Log and due dates.
Completion is not proof that a control worked.	Close only with evidence.

SETTINGS & CONTROL DEFINITIONS

Complete before interpreting the dashboard.

SETTING	VALUE
Restaurant / location	
System owner	
Review period start	
Review period end	
Weekly review day	
Monthly review owner	
Default target / threshold source	
Evidence folder / link	
Current local version	1.0
Last source review	

OFFICIAL TOOL INDEX

GRV-FS01 through GRV-FS30

Tool ID	Tool Title	Owner
GRV-FS01	Regulatory Authority & Source Map	Owner / GM / Food Safety Lead
GRV-FS02	Person-in-Charge Responsibility Assignment	Owner / GM
GRV-FS03	Food Protection Manager Coverage Plan	Owner / GM
GRV-FS04	Food Safety Management System Charter	Owner / GM / Food Safety Lead
GRV-FS05	Inspection Readiness & Authority Contact Record	GM / Food Safety Lead
GRV-FS06	Employee Health Policy Acknowledgment	Manager / People Owner
GRV-FS07	Employee Illness Reporting & Management Decision Record	Manager / Food Safety Lead
GRV-FS08	Handwashing & Personal Hygiene Verification	Manager / Food Safety Lead
GRV-FS09	Ready-to-Eat Food Contact Control Check	Manager / Food Safety Lead
GRV-FS10	Contamination-Event Response Readiness Verification	GM / Food Safety Lead
GRV-FS11	TCS Food Process & Control Map	Chef / Food Safety Lead
GRV-FS12	Receiving Temperature & Condition Verification	Receiver / Manager
GRV-FS13	Holding Control Monitoring Record	Manager / Station Owner
GRV-FS14	Cooling & Reheating Process Verification	Kitchen Manager / Food Safety Lead
GRV-FS15	Approved Time-Control Authorization & Monitoring Log	GM / Food Safety Lead
GRV-FS16	Raw-to-Ready-to-Eat Separation Audit	Kitchen Manager
GRV-FS17	Allergen Control & Communication Verification	Manager / Expo / Kitchen Lead

GRV-FS18	Food-Contact Surface Cleaning & Sanitizing Verification	Kitchen Manager / Sanitation Lead
GRV-FS19	Warewashing & Sanitizer Control Record	Dish / Kitchen Manager
GRV-FS20	Chemical Storage, Labeling & Use Audit	Kitchen Manager / Safety Lead
GRV-FS21	Facility Sanitation Walk	Manager / Sanitation Lead
GRV-FS22	Master Cleaning Schedule & Verification Record	Sanitation Lead / Department Managers
GRV-FS23	Pest Evidence & Corrective Action Log	GM / Facility Owner
GRV-FS24	Water, Ice, Plumbing & Backflow Readiness Review	GM / Facility Owner
GRV-FS25	Equipment Condition & Cleanability Review	Kitchen Manager / Facility Owner
GRV-FS26	Food Safety Training & Competency Verification	Food Safety Lead / Trainer
GRV-FS27	Internal Food Safety Risk-Factor Audit	GM / Food Safety Lead
GRV-FS28	Regulatory Inspection Finding & Corrective Action Log	GM / Food Safety Lead
GRV-FS29	Food Safety Incident / Near-Miss Review	Owner / GM / Food Safety Lead
GRV-FS30	Monthly Food Safety Scorecard & 90-Day Improvement Plan	Owner / GM / Food Safety Lead

Frequency	Purpose
At setup and annual review	Identifies the actual regulatory authority, adopted code/version, permit contacts, inspection source, internal standard owner, and source review dates for the location.
At appointment and when roles change	Defines who is responsible for food-safety oversight by operating period and what authority, escalation, documentation, and backup coverage apply.
At setup and when staffing changes	Maps certified or otherwise required food-protection coverage to operating hours without assuming one jurisdictional rule applies everywhere.
At setup and annual review	Defines the location food-safety management system, controlled processes, records, review rhythm, responsibilities, and corrective-action path.
Monthly and before inspection follow-up	Keeps current permit, authority, contact, inspection, corrective-action, and document-location information in one controlled record.
At hire and policy update	Documents that the employee received and understood the location-approved illness reporting and restriction/exclusion policy.
Per report	Records reported symptoms/diagnosis information only to the extent permitted and needed, the applicable source, management restriction/exclusion decision, escalation, and return criteria.
Daily observation and periodic audit	Verifies access, supplies, observed practices, barriers, coaching, and corrective action for handwashing and personal hygiene.
Daily and spot checks	Verifies approved barriers and handling practices for ready-to-eat food and records any observed breakdown and correction.
Monthly and after event	Confirms the approved response procedure, supplies, restricted area, disposal, disinfection, reporting, and retraining controls are ready.
At setup and menu/process change	Maps each controlled food process to the applicable receiving, storage, preparation, cooking, cooling, reheating, holding, or time-control requirement source.
Each applicable delivery	Records required receiving checks from the location-approved standard, including condition, temperature where applicable, packaging, date control, and reject/accept decision.
At approved frequency	Records hot/cold holding or other required controls using the applicable approved threshold and correction rule rather than a hard-coded national assumption.
Each controlled batch or approved sample plan	Documents start/end conditions, time/temperature checkpoints, equipment, batch identification, deviation, disposition, and verification against the approved local standard.
Per approved use	Documents any approved time-as-a-control procedure, authorization, start time, discard time, labeling, monitoring, and corrective action based on the applicable authority.
Daily and weekly audit	Checks storage, prep, utensils, surfaces, workflow, and employee practices that protect ready-to-eat food from raw animal-product contamination.
Per declared allergy and periodic audit	Verifies the restaurant's approved allergy communication, ingredient/source check, preparation controls, handoff, service confirmation, and incident escalation.

Daily and scheduled audit	Confirms cleaning and sanitizing frequency, approved chemical/process, concentration or equipment verification where required, and corrective action.
At approved frequency	Records warewashing-machine or manual-sink control checks, sanitizer verification, equipment condition, corrective action, and management review.
Weekly	Verifies chemical identification, storage, labeling, use instructions, separation, secondary containers, access, and correction.
Daily	Reviews floors, drains, walls, ceilings, refuse, employee areas, non-food-contact surfaces, hand sinks, restrooms, and other sanitation conditions requiring action.
Weekly and monthly	Defines what is cleaned, by whom, how often, by what approved method, and how completion and effectiveness are verified.
As found; monthly review	Records evidence, location, date, immediate control, sanitation or structural contributors, vendor escalation, and verification.
Monthly and after disruption	Verifies approved water/ice source, plumbing condition, drainage, cross-connection/backflow controls, interruption response, and service documentation.
Monthly	Checks food equipment condition, cleanability, seals, surfaces, calibration needs, damage, repair priority, and food-safety impact.
At onboarding and recurring review	Confirms role-specific food-safety learning, observed competency, retraining needs, source version, and certification or qualification evidence where applicable.
Monthly or quarterly	Audits the highest-risk food-safety controls using the location’s approved authority and records pass/fail evidence, severity, and corrective action.
Per inspection	Converts inspection findings into an owned correction, due date, evidence, authority communication, verification, and closure record.
Per event	Records facts, affected process, product disposition, notifications, source requirements, immediate control, root cause, corrective action, and prevention learning.
Monthly and quarterly	Combines audit results, deviations, inspection findings, sanitation completion, training, incidents, and open actions into the next 90-day food-safety plan.

Status
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

CORRECTIVE ACTION LOG

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Action ID	Open Date	Tool ID	Issue / Failed Control

Priority	Owner	Due Date	Status

Evidence / Result	Closed Date	Days Open	Overdue?

REVIEW CALENDAR

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Review	Owner	Frequency	Last Review

Next Review	Status	Evidence / Notes
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	
	NOT SET	

NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET
NOT SET

	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET
	NOT SET

DEFINITIONS, BOUNDARIES & OFFICIAL SC

Use current sources; retain review dates and local authority references.

TYPE	REFERENCE
Official / operating source	FDA Food Code
Official / operating source	FDA Food Code 2022
Official / operating source	FDA Supplement to the 2022 Food Code
Official / operating source	FDA Employee Health Policy Tool
Official / operating source	FDA Retail Food Protection Resources
Official / operating source	CDC Restaurant Food Safety
System boundary	Applicable regulatory authority
System boundary	GRV-RC Risk & Continuity
System boundary	GRV-F Food Cost & Inventory
System boundary	SOP Library / GRV-S
System boundary	Qualified health / legal / regulatory review

OURCES

SOURCE / DEFINITION	LAST VERIFIED
https://www.fda.gov/food/retail-food-protection/fda-food-code	2026-08-17
https://www.fda.gov/food/fda-food-code/food-code-2022	2026-08-17
https://www.fda.gov/food/hfp-constituent-updates/fda-releases-supplement-2022-food-code	2026-08-17
https://www.fda.gov/food/retail-food-protection/fda-employee-health-policy-tool	2026-08-17
https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/retail-food-protection	2026-08-17
https://www.cdc.gov/restaurant-food-safety/	2026-08-17
GRV-FS uses the current FDA Food Code as a federal model reference but requires the restaurant to map the state, local, tribal, territorial, or other authority actually applicable to the location.	2026-08-17
Owns emergency coordination, continuity, recovery, and reopening. GRV-FS owns routine food-safety control, monitoring, sanitation, inspection evidence, and corrective action.	2026-08-17
Owns product cost, purchasing, inventory, yield, and waste economics. GRV-FS controls whether food is safe to receive, store, prepare, hold, serve, retain, discard, or correct.	2026-08-17
Provides approved task procedures. GRV-FS verifies source authority, responsibility, monitoring, exceptions, corrective action, and evidence.	2026-08-17
The system organizes management records; it does not replace the health department, medical advice, legal advice, or jurisdiction-specific requirements.	2026-08-17

REGULATORY AUTHORITY & SOURCE MAP

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Location	Authority	Code / Standard

Version	Effective Date	Source URL / Contact	Last Verified

	Owner	Status

EMPLOYEE HEALTH MANAGEMENT RECORD

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Employee Ref	Report Type	Approved Policy Ref

Management Decision	Qualified Review?	Return / Retest Criteria

Status

HANDWASHING & HYGIENE VERIFICATION

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Area / Shift	Hand Sink Ready?	Observed Opportunities	Compliant Actions

Compliance %	Barrier	Correction

Retest

RECEIVING SAFETY CONTROL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Product / Lot	Approved Min	Approved Max	Actual	Unit

Condition / Packaging	Accept / Reject	Deviation / Action

HOLDING CONTROL MONITORING

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date/Time	Food / Unit	Approved Min	Approved Max	Actual

Unit	Result	Corrective Action	Verified By

COOLING / REHEATING PROCESS VERIFICATION

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Batch / Food	Start Time	Start Value	Check 1 Time	Check 1 Value

Check 2 / End Time	End Value	Approved Rule Ref	Result

Disposition / Action

ALLERGEN CONTROL VERIFICATION

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date/Time	Order / Guest Ref	Declared Allergen	Ingredient Source Checked?

Prep Control Verified?	Handoff Verified?	Manager Involved?	Incident?

Notes

SANITATION VERIFICATION

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Area / Surface	Method / Product

Approved Range / Rule	Measured / Verified	Result

Correction	Retest	Owner

WAREWASHING CONTROL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date/Time	Machine / Sink	Control Type	Approved Min	Approved Max

Actual	Result	Correction	Retest

CHEMICAL STORAGE & USE AUDIT

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Area	Chemical / Product	Labeled?	Stored Correctly?

Instructions Available?	Issue	Correction

Verified

FACILITY & EQUIPMENT CONDITIONS

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Area / Equipment	Condition

Food-Safety Impact	Severity	Immediate Control

Repair Owner	Due Date	Verified Date	Status

PEST EVIDENCE & CORRECTIVE ACTION

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Location	Evidence	Severity

Immediate Control	Structural / Sanitation Cause	Vendor / Owner

Due Date	Verified	Status

INSPECTION FINDINGS & CORRECTIVE A

Blue-tinted cells are intended for input. Cream cells contain formulas or control o

Inspection Date	Authority	Finding Ref

ACTION

output.

Finding	Priority / Risk

Required Correction	Owner	Due Date

	Evidence	Closed Date	Status

INCIDENT / NEAR-MISS REVIEW

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Event Type	Affected Process / Product

Immediate Control	Notification / Escalation

Root Cause	Corrective Action	Owner

Due Date	Verified	Status

FOOD SAFETY & SANITATION DASHBOARD

Management summary | Review Checks before interpreting.

Authority Current
NO

Open Findings
0

MANAGEMENT CONTROL	CURRENT RESULT
Source control	Confirm Settings and Definitions Sour
Failed checks	See Checks sheet
Open actions	See Action Log
Review cadence	See Review Calendar

Hygiene Avg %
0.0%

Open Incidents
0

STATUS / LIMIT	NEXT ACTION
Required before interpretation	Update source map
Do not ignore FAIL	Assign corrective action
Keep priorities small	Close with evidence
Overdue reviews weaken control	Schedule next review

Holding Fails	Warewash Fails
0	0

Open Actions	Overdue Actions
0	0

CONTROL CHECKS

Resolve failed setup, source, overdue-action, and review controls before interpr

CHECK	RESULT
Restaurant/location set	FAIL
System owner set	FAIL
Authority map current	FAIL
No unresolved holding failures	PASS
No unresolved warewash failures	PASS
No overdue actions	PASS
Review calendar current	PASS

eting results.

WHY IT MATTERS

Food-safety control must be location-specific.
Food-safety exceptions need accountable ownership.
The federal model is not automatically the local rule.
Process failures require immediate disposition/correction.
Sanitation failures can invalidate the control environment.
Overdue corrective actions leave food-safety gaps open.
Stale review cycles weaken active managerial control.

REQUIRED ACTION
Complete Settings.
Assign system owner.
Map applicable authority.
Review holding records.
Correct/retest warewashing.
Review Action Log.
Schedule overdue reviews.

FOOD SAFETY & SANITAT

Use this page to run the monthly management revie

REVIEW FIELD
Month / period
Reviewed by
What changed
Largest risk / cost exposure
Strongest control result
Failed or weak control
Root cause / limitation
Decision 1
Decision 2
Decision 3
Cross-system handoff
Next review date
90-day priority

ION MONTHLY REVIEW

ew and set the next three actions.

MANAGEMENT RECORD