



How to use this log

Track losses in real time. Less columns means faster logging and better compliance.

- 1 Record immediately.** Do not wait until end of shift.
- 2 Item and quantity.** Use item name as on invoice or recipe; record exact quantity.
- 3 Estimate cost or sales price.** Use latest invoice cost or current menu price.
- 4 Manager initials.** MOD or manager signs each line or approves at close.

One-line example: 2025-11-05 - 19:42 - 12 oz ribeye - 1 each - Est. Cost 14.80 -
Mgr CJ



Updated November 2025

One item per row. For high-dollar items, keep a photo on file.

BOH Line — One-line entries for one week

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Restrooms — One-line entries for one week

One item per row. For high-dollar items, keep a photo on file.

Entry/Patio — One-line entries for one week

One item per row. For high-dollar items, keep a photo on file.