

Opening and closing checklist

Business: _____

Week starting: _____

Tick each check when it has actually been done. Never pre-tick.

Problem? Write it below with what you did about it.

Based on the FSA SFBB opening and closing checks safe method.

Opening checks

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fridges, chilled display equipment and freezers are working properly							
Cooking and other essential equipment is working properly							
Staff are fit for work and wearing clean work clothing							
Food-preparation areas, equipment and utensils are clean and disinfected							
There is no evidence of pest activity							
Soap, paper towels, sanitiser and cleaning materials are available							
Hot running water is available at sinks and hand-wash basins							
The probe thermometer works; probe-cleaning materials are available							
Allergen information is accurate for the food being sold							

Closing checks

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Food is covered, labelled and chilled or frozen where appropriate							
Food reaching its use-by date is dealt with correctly							
Dirty cleaning equipment is cleaned or discarded							
Waste is removed and bins are prepared							
Preparation areas, equipment and utensils are clean and disinfected							
Washing up is complete and floors are clean							
Required monitoring and prove-it checks have been recorded							

Day	Problems or changes, and what was done	Signed
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		