Restaurant opening and closing checklist

Business name: _____ **Location:** _____ **Week beginning:** _____

Tick each check when it is done. Where a check has a number, such as a fridge reading, write the reading instead of a tick. If a check fails, write the problem and what you did in the lines below before work continues.

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Opening checks (before work starts)							
Fridges and freezers: readings (°C)							
Hot holding and display equipment working							
Work surfaces, boards and equipment clean							
Hand wash stations: soap, paper towels, warm water							
Staff fit for work, in clean work clothes							
Probe thermometer clean and working							
Food in stock within date; raw food kept apart							
No signs of pests							
Opened by (initials)							
Closing checks (after service)							
Food covered, labelled and dated							
Cooked food for later cooling or in the fridge							
Out-of-date and leftover food thrown away							
Fridges and freezers: readings (°C)							
Surfaces and equipment cleaned and disinfected							
Floors cleaned, bins emptied, lids closed							
Dishes washed, cloths changed for washing							
Equipment switched off, doors and windows closed							
Closed by (initials)							

Problems and what we did (day, problem, action, name):

_____

_____

_____

_____

_____ _____

Checked by manager (name, signature) Date