Opening and Closing Checks.

OPENING CHECKS		
You should do these checks at the beginning of the day. You can also add your own checks	YES	NO
Check your fridges, freezers and chilled display equipment are working correctly.		
Your other heavy equipment (ovens etc.) are working correctly		
Check food storage areas for signs of pest infestation (droppings, feathers and torn packaging)		
Staff are fit for work and wearing the correct clean work clothes		
Ensure there are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc.)		

CLOSING CHECKS		
You should do these checks at the end of the day. You can also add your own checks to the list	YES	NO
Ensure that no food is left out, all food is labelled and stored correctly.		
Food past its “use by date” has been thrown away.		
Dirty clothes are removed for cleaning and replaced with clean ones.		
Ensure all waste has been removed and is stored correctly, put new bags into the bins.		