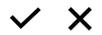


## Closing Checklist



<p><b>Date Labels</b></p> <p>Carry out date label checks on all food and drink products that are in the business, throwing away anything that has expired or will expire during the closure period. Ensure you check all fridges, freezers (both in the kitchen &amp; bar), dry stores and drink storerooms.</p> <p>Some longer life items, such as the dry store and freezers it will be possible to keep. Other items can be frozen provided that they have not been previously frozen or defrosted. Consider the quality of the item once defrosted, salad leaves, eggs and some fruit and vegetables will not freeze well.</p> <p>Only keep items which will have a minimum shelf life of 2 days once defrosted. Label with the date of freezing, plus up to 3 months. Your Head Office may also recommend you clear beer lines also, check with your Line Manager. Any expired items should be discarded and recorded on wastage</p>	
<p><b>Comment all areas checked and action completed:</b></p>	
<p><b>Equipment &amp; premises cleaning</b></p> <p>Equipment should be cleaned and switched off. Remember equipment such as fryers, where it will be useful to drain them, clean and cover. Drain dishwashers and glasswashers to prevent stagnant water.</p> <p>Follow usual Health &amp; Safety precautions, such as not moving, cleaning or emptying equipment when hot.</p>	
<p><b>List all equipment and areas checked and sanitised:</b></p>	
<p><b>Leave the KP area sparkling and empty all bins</b></p> <p>Don't be tempted to cut corners and leave a lonely glass or plate. Ensure everything is cleaned and stored away. Cover equipment such as glassware, cutlery and crockery where possible. Leave doors open to maintain ventilation. Sweep and mop all areas. A deep clean now will help you return to a cleaner business when you re-open. Debris left behind could become mouldy and attract pests.</p> <p>All waste and recycling should be put out for collection and the bins cleaned internally to prevent attracting pests.</p>	
<p><b>List areas deep cleaned and confirm bins emptied:</b></p>	
<p><b>Legionella water checks</b></p> <p>With no taps or water systems in use for a period of time it is important that the system is flushed through to reduce the risk of Legionella. Either complete weekly checks on all outlets and record outlets checked and temperatures (if safe to do so) or arrange for a contractor to attend following re-opening</p>	
<p><b>Option to be implemented:</b></p>	
<p><b>Turn (almost everything) off</b></p> <p>Some equipment such as fridges and lights will be obvious but double check everything. Leave freezers on if there is still food inside to ensure that it remains frozen. Check with your Head Office if till systems should be unplugged and confirm arrangements for the phonenumber to be diverted or leave a message for any missed calls.</p>	
<p><b>Units to be left on:</b></p>	

<p><b>Security</b>  Schedule security checks if access is permitted and it is safe to do. Consider Lone Working policy; always work in pairs where possible or at least have an emergency contact to notifying you are going onsite and have left site.  Set alarm codes, ensure CCTV is working, lock all applicable doors and move valuable items away from windows or where it is clearly visible.</p>	
<p><b>Confirm security measures implemented:</b></p>	
<p><b>Maintenance contractors notified</b>  This may be done at a site level or by Head Office, check with your Line Manager to confirm. This prevents wasted trips on their part if no one is at site to let routine contractors in. We do not recommend cancelling pest contractors if they will still be able to gain access; if scheduling security / legionella check in's, it may be possible to combine the two and avoid lone entry to the premises.</p>	
<p><b>List contractors notified:</b></p>	
<p><b>Make customers aware</b>  Notify customers of the closure and cancel or rearrange bookings, leave messages where phone calls are unanswered.   Disable bookings via website, with guidance from Head Office either divert to takeaway options or advise of planned reopening date.</p>	
<p><b>Option chosen:</b></p>	

**Date:**

**Completed by:**

**Signature:**