

# Daily Checklist

Day: \_\_\_\_\_ Date: \_\_\_\_\_

MANAGERS OPENING CHECKS		
<b>Team</b>	All team fit to work, fully changed into new clean uniform, no personal belongings on show or being used. Have all completed team checklist and trained on new procedures.	●
<b>Personal Hygiene</b>	All hand wash basins fully stocked with hot water, hand soap & paper. Sanitiser stations set up. Cleaning equipment set up for 20 minute cleaning. Hands must be washed on entering site, entering kitchen, toilet, after handling raw meat, raw fish or raw vegetables, smoking, touching phones or tablets, cleaning and every 20 minutes.	●
<b>Food Storage</b>	All foods stored in appropriate containers, covered and in good condition? All dated and labelled correctly? Day dot label colour must show the date food is to be discarded. No storage of packaging and food items on the floor.	●
<b>Maintenance</b>	All equipment turned on, cleaned and in good condition?	●
<b>Allergens</b>	Correct information is in place, no substitute items have been bought from supermarket with different allergens than normal product?	●
<b>Health &amp; Safety</b>	Tour of site has been completed. Fire escape routes and exits are unlocked and clear. First aid kit available. No slip or trip hazards? No combustible items stored next to heat sources? Equipment not in use switched off?	●
<b>Pest Control</b>	Any evidence of pest activity removed? Checked under equipment and behind fridges?	●

EQUIPMENT CHECKS   Using a probe check the hot water temperature from a non-mixer tap. Temperature should be 50-55°C . Glasswashers should achieve at least 60°C on a rinse cycle and dishwashers 82°C on a rinse cycle			
Sink / Outlet	Temperature	Glasswasher Temperature	Dishwasher Temperature

DELIVERY CHECKS   Fresh: Take temperatures of high risk items, either into open products or between packs. Temperatures should be below 8°C for all fresh foods and below 5°C for raw fish. Frozen: Take temperatures between packs. Temperatures should be below -15°C Mark N/A if the delivery is not chilled or frozen, i.e. dry delivery. REJECT if the temperature is too high, there is any damage to packaging or signs of pests					
Supplier	Product	Invoice No.	Temp °C	Pest / Quality Check	Distance adhered

FRIDGE / FREEZERS   fridges below 8C, freezers below -18C						
	1	2	3	4	5	6
AM						
PM						
	7	8	9	10	11	12
AM						
PM						
COOKED & REHEATED FOOD   Probe some hot food from each cook platform (i.e. fryer, combi oven, pan) to ensure it has reached a minimum of 75°C for 30 seconds						
Item	Time of check	Temperature °C				

COOLING   Blast Chiller Method (BC), Running Water (RW), Ice Bath (IB). Below 8oC within 90 mins.					
Item	Cooling Start Time	Cooling Start Temp	Cooling End Time	Cooling End Temp	Chilling Method
					BC RW IB
					BC RW IB
					BC RW IB
					BC RW IB
HOT HOLDING   Reheated first to above 75°C, then held above 63oC					
Item	12:00	14:00	16:00	18:00	20:00
PROBE CALIBRATION (Mondays ONLY)   Calibrate each thermometer ONCE a week. Hot water should achieve 99 to 101 °C, iced water should achieve -1 to +1 °C					
Probe name / number	Hot Water	Iced Water			

CORRECTIVE ACTIONS   Note here any corrective actions, including what happened to the food itself	

Managers Closing Checks		
<b>Cleaning</b>	Only approved cleaning methods used. Cleaning to an acceptable standard. Cleaning schedules signed off. Cleaning equipment in good condition. All rubbish/recycling removed.	●
<b>Equipment Cleaning</b>	All food contact surfaces of equipment in clean and hygienic condition. This includes, oven and any utensils or kitchenware used.	●