

Cafe opening checklist.

Work through the list before you open, tick each day and initial it. Anything you can't tick needs sorting, and a note, before service.

BUSINESS _____ **WEEK COMMENCING** _____

Opening check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fridges and freezers working; AM temperatures recorded							
No signs of pests (droppings, gnawing, insects)							
Hand-wash basins stocked: hot water, soap, paper towels							
Work surfaces and equipment clean and disinfected							
Coffee machine, grinder and steam wands clean							
Cleaning products and disinfectant available and labelled							
Food in date, covered and labelled; use-by dates checked							
Cake display clean; cakes in date and labelled							
Allergen information up to date and available							
Staff fit for work, in clean clothes, hair tied back							
Probe thermometer clean and working							
Bins clean, lidded and emptied							

Problems found and what was done

• This is a starting point, not a legal list. Your checks should match the food safety management system for your business.

Prefer it on your phone? See how Daybook works: daybook.kitchen/how-it-works

Daybook helps you keep records. It does not give legal advice or certify training. Check what your business needs with your local authority.

Source: <https://www.gov.uk/food-hygiene-businesses>