

Restaurant closing checklist.

Use it at the end of every service. Each item is ticked and the day is initialised by whoever closed.

BUSINESS _____ **WEEK COMMENCING** _____

Closing check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
PM fridge and freezer temperatures recorded							
Food covered, labelled with dates and stored correctly							
Hot-held food cooled or thrown away							
Raw and ready-to-eat food stored apart							
Surfaces, boards and equipment cleaned and disinfected							
Floors swept and mopped							
Today's deep clean tasks done and signed							
Bins emptied; waste stored in sealed containers							
Cloths and tea towels changed for washing							
Food waste recorded							
Doors, windows and fly screens closed							
Equipment turned off where it should be							

Problems found and what was done

• This is a starting point, not a legal list. Match it to your own food safety management system.

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/cleaning>