

Restaurant opening and closing checklist

Date: _____ Location: _____ Checked by: _____

Opening

- ☐ Fridges and chilled displays at 8 °C or below (aim for 5 °C)
- ☐ Freezers at -18 °C or colder
- ☐ Cooking and hot-holding equipment working
- ☐ Probe thermometer working and clean
- ☐ Staff fit for work and in clean clothes
- ☐ Prep areas clean and disinfected
- ☐ Handwash basins stocked with soap, paper towels and hot water
- ☐ No signs of pests
- ☐ Allergen information up to date
- ☐ Use-by dates checked

Front of house

- ☐ Tables set and clean
- ☐ Toilets checked and stocked
- ☐ Card machines on and charged
- ☐ Floors clean and dry

Closing

- ☐ Food covered, labelled and in the fridge
- ☐ Food past its use-by date thrown away
- ☐ Prep areas clean and disinfected
- ☐ Dirty cloths sent for washing
- ☐ Bins emptied with new liners
- ☐ Floors cleaned
- ☐ Equipment off and clean
- ☐ Fridge and freezer doors closed
- ☐ Doors and windows locked, alarm set
- ☐ Day signed off by the manager

Manager sign-off: _____