

## Cwmdu Inn Kitchen Hire Check Sheets

**Opening checks: Date .....** **Time .....** **Chef.....**

The fridge is working properly - Record the temperature	
The gas and extractor fans are turned on	
The grease trap is turned on and bucket in place	
Dishwasher turned on, liquid in the container to the left, reaches temperature	
Cooks are wearing clean work clothes or aprons	
Food preparation areas are clean (work surfaces, equipment, utensils etc.) Any problems to be noted below)	
Cooks are aware of their personal responsibility to hygiene	
There are plenty of handwashing and cleaning materials, spare blue roll	
The bins have appropriate bags lining them	

**Closing checks: Date.....** **Time.....** **Initials....**

Oven and Grill plates are turned off	
Gas and extractor fans are turned off	
Deep fat fryer turned off and baskets (if used) are washed and dried	
Warming plate and heated cabinet turned off	
Coffee machine is turned off (if used)	
Fridge, temperature recorded, emptied, cleaned and handles wiped	
All spillages on hob, splash-back and in oven are cleaned. Splashes on walls and equipment are removed	
All equipment; pots, pans, crockery, cutlery etc. has been thoroughly cleaned and returned to correct storage areas	
All rooms used are tidied and cleaned; food waste removed, all crockery and cutlery returned to the kitchen washed and sterilised, table mats cleaned and returned to kitchen, tables and chairs cleaned and wiped.	
If outside areas have been used; food waste removed, all crockery and cutlery returned to the kitchen washed and sterilised, table mats cleaned and returned to the kitchen, tables cleaned and wiped.	
Grease trap is turned off, bucket emptied (top of the garden) the trap basket contents are emptied into the food waste container. Basket and bucket cleaned & washed.	
Dishwasher is drained, filters cleaned and interior swilled out with a bowl of clean water	
Work surfaces, sinks, draining areas and wash basin are clean	
Used aprons, towels and oven gloves are <del>on the worktop</del> in the Dining room to be washed	
Window closed and locked	
Glass for recycling placed in the trugs by back door or put in with the bar bottles	
Waste and recycling bags are tied up; black bags are put in the black plastic bins outside, the compost liner is in the compost bin next to the woodshed and blue bags are in the tin skip outside.	
Kitchen floor is swept and washed	
Diary sheet is filled in and signed	

Any breakages or problems with equipment (please list)

Anything missing or used the last...

I confirm that I carried out the opening and closing checks and have left the kitchen as I found it, kitchen log updated, and check lists filed.

Signed .....

Name (print caps) ..... Date .....

### Accident report

Name.....

Date ..... Time.....

Place.....

Circumstances.....  
.....  
.....  
.....  
.....  
.....

Action taken  
.....  
.....  
.....

Signed .....

Name (print caps) ..... Date .....

