



## Cwmdu Inn Kitchen Opening and Closing check list

*Please fill in each time you hire and utilise the kitchen:*

Chef \_\_\_\_\_ Date \_\_\_\_\_

### Opening Checks:

Cooks are wearing clean work clothes and aprons	
Gas and extractors are switched on	
Grease trap is switched on and bucket in position	
Fridges and freezers are working correctly (record temperature)	
Sanitiser is switched on and fluids are available	
Ensure that there is enough cleaning materials and hand soap available	
Food preparation areas are clean and ready for use	

### Closing Checks:

Oven and cooker top clean and switched off	
Grill clean and switched off	
Deep fryers switched off and baskets cleaned	
Hot plate and warming cupboard cleaned and switched off	
Microwaves cleaned and switched off	
Coffee machine is cleaned and switched off	
Fridges and freezer handles cleaned and temperatures recorded	
Any stored food correctly labelled and in correct containers	
All food preparation areas, splashbacks and walls are clean and sanitised.	
Sanitiser is clean and switched off	
All utensils, crockery, cutlery, pots and pans are clean and stored correctly	

All rooms used are clean and tidy, all place mats clean and put away etc	
All outside areas used are left clean, tidy and rubbish free.	
Grease trap basket cleaned is emptied into food waste and bucket cleaned	
All hand basins, sinks and draining areas are clean	
Used aprons, tablecloths and chef tunics are in the laundry basket provided	
Ensure all windows are locked and secure	
Glass for recycling placed in the bins provided at the back door	
Recycling, black bags and food waste is removed from the building	
Fridges and bins pulled out and floor swept and mopped	
Ensure that the diary sheet and allergen sheets are correctly filled and signed	

### Fridge and Freezer Temperature Log

Time	1 Main	2	3	4

### Probed Items Log

<i>Food Item</i>	<b>Temp</b>

### Additional Notes

*Any breakages, problems, used up consumables*