

KITCHEN CLOSING CHECKLIST

Unit Name	
Date	

Complete comments box wherever an item is a NO tick

No.	Item	Yes	No	Comments
1	FRIDGES - Empty fridges, then clean and sanitise the inside and outside of the equipment including door seals (to help stop mould growth). Leave fridges switched on – if you really need to turn them off, keep the fridge doors open otherwise you will come back to a mouldy fridge.			
2	FREEZERS – To reduce stock waste on closing. Our current procedure for freezing foods on site is one month to facilitate good stock rotation. However, due to the current circumstances, I recommend you freeze relevant current stock with a shelf life of 6 months. The exception being minced meat or individual small cuts of meat which can be given a 3 month frozen life. All stock being frozen for 6 months must be labelled with the product description, labelled as “Closure Stock” and given a 6 month frozen shelf life.			
3	DRY STORES - decant opened bags into plastic lidded containers. Label and store safely on racks (off the floor)			
4	FOOD - Remove ALL food from kitchen except dry stores and freezers. Check the use by date of all frozen foods and rehouse any foods with a USE BY Date before September 2020			
5	FRYERS - Empty fryers and clean well			
6	KITCHEN EQUIPMENT - Unplug all small electrical equipment/appliances			
7	KITCHEN EQUIPMENT - Clean ALL equipment thoroughly			
8	EXTRACT FILTERS - Clean extraction filters and canopy			
9	WALLS - Clean walls			
10	SINKS - Clean all sinks including taps and surrounds			
11	DISHWASHER - Empty and thoroughly clean dishwasher – leave open			
12	BINS - Empty and clean all bins			
13	CROCKERY & CUTLERY - Cover clean crockery and cutlery (place in cupboards or cover with cling film)			
14	FLOOR - Pull out equipment and sweep thoroughly then wash. Empty bucket then wash bucket and mop			

Name.....Position.....

Signed.....