Restaurant opening and closing checklist

Business name: Example Bistro **Location:** Kitchen **Week beginning:** 23/11/2026

Tick each check when it is done. Where a check has a number, such as a fridge reading, write the reading instead of a tick. If a check fails, write the problem and what you did in the lines below before work continues.

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Opening checks (before work starts)							
Fridges and freezers: readings (°C)	3 / -18	3 / -18	3 / -18	3 / -18	3 / -18		
Hot holding and display equipment working	✓	✓	✓	✓	✓		
Work surfaces, boards and equipment clean	✓	✓	✓	✓	✓		
Hand wash stations: soap, paper towels, warm water	✓	✓	✓	✓	✓		
Staff fit for work, in clean work clothes	✓	✓	✓	✓	✓		
Probe thermometer clean and working	✓	✓	✓	✓	✓		
Food in stock within date; raw food kept apart	✓	✓	✓	✓	✓		
No signs of pests	✓	✓	✓	✓	✓		
Opened by (initials)	EC	EC	JP	EC	EC		
Closing checks (after service)							
Food covered, labelled and dated	✓	✓	✓	✓			
Cooked food for later cooling or in the fridge	✓	✓	✓	✓			
Out-of-date and leftover food thrown away	✓	✓	✓	✓			
Fridges and freezers: readings (°C)	4 / -19	4 / -19	4 / -19	4 / -19			
Surfaces and equipment cleaned and disinfected	✓	✓	✓	✓			
Floors cleaned, bins emptied, lids closed	✓	✓	✓	✓			
Dishes washed, cloths changed for washing	✓	✓	✓	✓			
Equipment switched off, doors and windows closed	✓	✓	✓	✓			
Closed by (initials)	DH	OB	DH	DH			

Problems and what we did (day, problem, action, name):

Wed opening: hand wash soap ran out, refilled (Sophie Turner)

Emma Clarke
Checked by manager (name, signature)

27/11/2026
Date