

6.7 Basic kitchen opening and closing checks template

Sunnybank pre-school

This form is for early years settings providing snacks and/or packed lunches only.

Enter a tick ✓ and initial if satisfactory. Enter X and initial if not satisfactory and make a note below. Add action taken and if problem is resolved, sign and date.

TO BE COMPLETED DAILY

Opening checks date:

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Personal hygiene:

- Hands washed.
- Clean apron.
- Hair tied back.

Fridge/freezer:

- Working properly.
- Temperature checked – record temps in box
- Raw and cooked food separate.
- Separate containers for shared fridge.

Appliances working:

- Cooker.
- Microwave.
- Kettle.

Cloths clean:

- Dish.
- Surface.
- T-towels.

Children's food allergies checked (see list).

Food fresh and in-date.

Packed lunches checked and used within 4 hours of preparation.

No physical or chemical or pest contamination of stored food.

Closing checks date:

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Unused food put away correctly.

Leftover food and past sell-by-date food discarded.

Crockery and utensils washed up and put away dry.

Dirty cloths removed for washing and replaced.

Work surface clean and disinfected.

Report any problem(s) here

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Action taken

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