

## 3.8 Basic kitchen opening and closing checks

Dishwasher.

Gorran Pre-School Hoglets

Enter a tick √ and initial if satisfactory.  Enter X and initial if a problem and make a note below. Add action taken and if problem is resolved sign and date.								
TO BE COMPLETED DAILY								
Opening checks date:								
Personal hygiene:								
<ul><li>Hands washed.</li></ul>								
<ul><li>Clean apron.</li></ul>								
<ul> <li>Hair tied back.</li> </ul>								
Fridge /freezer:								
<ul> <li>Working properly.</li> </ul>								
<ul> <li>Temperature checked – record temps.</li> </ul>								
<ul> <li>Raw and cooked food separate.</li> </ul>								
<ul> <li>Separate containers for shared fridge.</li> </ul>								
Appliances working:								
Cooker.								
Microwave.								
Kettle.								
Blender.								

Dish.				
Surface.				
T-towels.				
Children's food allergies checked (see list).				
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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.				
		<u> </u>		
Closing checks date:				
Unused food put away correctly.				
Leftover food and past sell-by-date food				
discarded.				
Crockery and utensils washed up and put				
away dry.				
Rubbish removed/bin cleaned.				
Dirty cloths removed for washing and				
replaced.				
Work surface clean and disinfected.				
Floors clean.				
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Report any problem(s) here				

Cloths clean:

Action taken		