6.7 Basic kitchen opening and closing checks template (name of provider) This form is for early years settings providing snacks and/or packed lunches only. Settings providing full meals should use Safer Food Better Business opening and closing checks. 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: Personal hygiene: Hands washed. Clean apron. Hair tied back. Fridge/freezer: Working properly. Temperature checked - record temps. Appliances working: 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:

Unused food put away correctly.

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

Crockery and utensils washed up and put away do.

Crockery and utensils washed up and put away dry.

Rubbish removed/bin cleaned.

Dirty cloths removed for washing and replaced,	- Gruenda		Surues	o nam	Bathe Gard	-0 V.0
Work surface clean and disinfected.				8.		
Floors clean.						
Report any problem(s) here			esculae :	200.00		
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Action taken						
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