

DAILY CHECK SHEET

Day

Date / / 20

MENU/MEAL PLANNER

CHOICE	MAIN	Ptn	VEG/SALADS	Ptn	DESSERT	Ptn
1						
2						
3						
4						
5					Fruit	
6					Yoghurt	

TEMPERATURE RECORDS & GOODS CHECK

TEMPERATURES OF COOKED FOODS Cooking temperature 75°C or above (Serving 63°C or above/or > 5°C within 90 mins)			CHECK OF STOCK				Signed		
			Use by dates in date		Yes/No				
			Best before dates in date		Yes/No				
			Out of date foods disposed		Yes/No				
COOKING TEMP			FRIDGE/FREEZER				DELIVERY TEMPS		
Item	Temp	Signed	Freezer Temp -18°C > -22°C Fridge Temp 0°C > 5°C				Supplier	Temp	Signed
			No	Tim	Temp	Signed			
			1						
			2						
			3						
			4						
			5						

CLEANING SCHEDULES

Daily Cleaning Check Initialled by staff member(s) undertaking cleaning						Weekly Check		
Work Surfaces			Floor			Refrigerator		
Chopping Boards			Splash back/wall Tiles			Freezer Seals		
Hand wash Basin			Food Store			Oven /Cooker		
Sinks/Dishwasher			Tin /Dry goods Store			Deep Fat Fryer		
Cooker Tops			Floors			Steamer		
Probes			Sanitise Cloths			Gullies/soak away		
Food Mixer			Empty Kitchen Bin			Cupboards/Drawers		
Can Opener			Mops			W.C. Staff Room		
Plates/saucers/cups			Refuse Area			Dispose of Cloths		
Cutlery & Cutlery Drawer			Kitchen & Dining			Kitchen Bin		
Fridge Spillage's			Mobile Containers			Beneath Equipment		
Scales			Pest Control Checks			Office Area		

SIGNING IN

STAFF NAME	START	FINISH	STAFF NAME	START	FINISH
MGR					
CHEF					
ASST					
VISITORS NAME	COMPANY		REASON FOR VISIT	TIME IN	TIME

MAINTENANCE FAULTS

EQUIPMENT	DEFECT/S	REPORTED			RECTIFIED		
		/	/	20	/	/	20
		/	/	20	/	/	20