

Checklist - Daily Closing

Food Safety & Quality Template · Provided by GIFSQ

Closing is when tomorrow's problems get made - food left out, bins left full, a freezer door ajar. This checklist makes the close-down thorough and signed off, so the morning team starts clean.

Instructions: Complete at the end of each day after service. The person closing works through every item; the duty manager verifies and signs. Anything that can't be fixed tonight gets a handover note for the morning team - written down, not just mentioned.

Record details

- Date: [YYYY-MM-DD]
- Closed by: [Name]
- Verified by: [Name]

Acceptance criteria

Anything outside these criteria is a deviation - act, record, and tell QA.

- All perishables at ≤ 5 °C or discarded
- No food or waste left in production areas
- Equipment isolated per instructions
- Premises secured

Checklist

#	Check item	OK? (Y/N)	Action taken if not OK	Initials
1	All perishables labelled and refrigerated ≤ 5 °C; out-of-date/time food discarded	☐	☐	☐
2	Surfaces, equipment and floors cleaned per schedule	☐	☐	☐

#	Check item	OK? (Y/N)	Action taken if not OK	Initials
3	Fridge/freezer temperatures recorded and in range	☐	☐	☐
4	Waste removed from food areas; bins cleaned and relined	☐	☐	☐
5	Chemicals locked away	☐	☐	☐
6	Equipment switched off/isolated per instructions	☐	☐	☐
7	No taps running; no food left out	☐	☐	☐
8	Doors, windows secured; alarm set	☐	☐	☐
9	Pest devices undisturbed; no new proofing issues	☐	☐	☐
10	Handover notes written for morning team	☐	☐	☐

Notes and corrective action

The most common closing failure we see is 'fridge door not quite shut'. Make the temperature check the last thing before you leave, not the first thing when you arrive.

- [Describe any deviation, action taken, and product disposition.]

Review

Reviewed by (name / signature)	Date	Comments
[Name / Signature]	[YYYY-MM-DD]	[Comments]

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