



WEEKLY RECORD

Opening & closing checks

Business: _____ Week beginning: _____

Mark each check: OK satisfactory X problem N/A not applicable. Record problems and actions below. Complete checks every day you open.

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
OPENING CHECKS							
Chillers / freezers working; readings recorded							
Cooking / hot-holding equipment ready							
Staff fit for work; clean work clothing							
Prep surfaces / equipment clean and disinfected							
No signs of pests							
Handwash supplies, hot water and probe ready							
Allergen information and food dates checked							
CLOSING CHECKS							
Unsafe / expired food removed and dealt with							
Food covered, labelled and stored safely							
Cleaning completed; cloths dealt with							
Waste removed; bins closed; floors clean							
Records complete; problems handed over							
Opening initials							
Closing initials							

Problems and corrective actions

Day / time	Problem, action, recheck and initials

Reviewed by: _____ Date: _____ Signature: _____