Daily Check Sheet for Small Retailers – (pre-packaged food)

Opening Daily Checks:

Date:……..

Name:……

Hot and Cold Water to wash hand basin and sinks	
Paper/Hand Towels and Anti bacterial soap to wash hand basin	
Equipment and Structure Clean i.e. shelves, sinks, fridges etc	
Visual Checks for pests i.e. presence of droppings, chewed boxes etc	

Temperature Checks of Fridges & Freezers

- Fridges should be between 2-5°C (legal max 8°C)
- Freezers should be -18°C or below

Fridge 1	Fridge 2	Fridge 3	Freezer 1	Freezer 2

Any comments or corrective actions required:

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Closing Daily Checks:

Date:……

Name:……..

Empty Bins	
Check use by/best before dates on stock and remove out of date food	
Equipment and Structure clean	
Pull covers down on open fronted chillers (if fitted)	

Temperature Checks of Fridges & Freezers

- Fridges should be between 2-5°C (legal max 8°C)
- Freezers should be -18°C or below

Fridge 1	Fridge 2	Fridge 3	Freezer 1	Freezer 2

Any comments or corrective actions required:

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