

## 6.7 Basic kitchen opening and closing checks for Bagshot Pre-school

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:

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#### Personal hygiene:

- Hands washed.

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#### Fridge/freezer:

- Working properly.
- Temperature checked – record temps.

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Children's food allergies checked (see list).

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Packed lunches checked and used within 4 hours of presentation.

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#### Cloths clean:

- Dishcloth (white)
- Surface. (blue) Toilets (green) Paint (pink)
- T-towels.

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#### Appliances working:

- Cooker.
- Microwave.
- Kettle.
- Toaster

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### Closing checks

Unused food put away correctly.

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Crockery and utensils washed up and put away dry.

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Rubbish removed/bin cleaned.

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Dirty cloths removed for washing and replaced.

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Work surface clean and disinfected.

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Floors clean.

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Report any problem(s) here

Action

taken:-

Cloths coding use White – Washing up. Blue – Surface wiping.

Green – Toilets. Pink – Dirty sink.

