Opening and closing checks — weekly record

One sheet per week. Walk the list at opening, before you handle food for service, and again at close. Initials at the bottom of each day.

Business / site _____ Week beginning _____

Opening checks — beginning of the day

Tick when done

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fridges, chilled display equipment and freezers are working properly	☐	☐	☐	☐	☐	☐	☐
Other equipment (for example the oven) is working properly	☐	☐	☐	☐	☐	☐	☐
Staff are fit for work and wearing clean work clothes	☐	☐	☐	☐	☐	☐	☐
Food preparation areas are clean and disinfected (surfaces, equipment, utensils)	☐	☐	☐	☐	☐	☐	☐
All areas are free from evidence of pest activity	☐	☐	☐	☐	☐	☐	☐
Handwashing and cleaning materials are available (soap, towels, sanitiser)	☐	☐	☐	☐	☐	☐	☐
Hot running water is available at all sinks and hand wash basins	☐	☐	☐	☐	☐	☐	☐
Probe thermometer is working and probe wipes are available	☐	☐	☐	☐	☐	☐	☐
Allergen information is accurate for all items on sale	☐	☐	☐	☐	☐	☐	☐

Closing checks — end of the day

Tick when done

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All food is covered, labelled and put in the fridge or freezer, where appropriate	☐	☐	☐	☐	☐	☐	☐
Food on its use-by date has been thrown away	☐	☐	☐	☐	☐	☐	☐
Dirty cleaning equipment has been cleaned or thrown away	☐	☐	☐	☐	☐	☐	☐
Waste has been removed and new bags put into the bins	☐	☐	☐	☐	☐	☐	☐
Food preparation areas are clean and disinfected (surfaces, equipment, utensils)	☐	☐	☐	☐	☐	☐	☐
All washing up has been finished	☐	☐	☐	☐	☐	☐	☐
Floors are swept and clean	☐	☐	☐	☐	☐	☐	☐
‘Prove it’ checks have been recorded	☐	☐	☐	☐	☐	☐	☐

Initials

Opening initials							
Closing initials							

Problems, and what you did (one line per day)

Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	

Manager review (name and date) _____ Signature _____

Based on the FSA Safer Food, Better Business “Opening and closing checks” starting list (Open Government Licence v3.0). Not official FSA stationery. Tick only when done; never pre-tick. hosmere.com/guides/opening-and-closing-checks/

How to use this sheet

A short reminder for the person completing the diary. This is practical advice, not legal advice.

Before you start the week

Write the business or site name and the date of the Monday (or your first trading day) at the top. Print a fresh sheet. Do not photocopy a sheet that already has ticks on it.

At opening

Walk the list before you handle food for service. Tick a box only when you have actually seen or done that check. If a fridge is warm, the probe is missing, allergen information is out of date, or you see signs of pests, do not tick “working properly”. Write the problem and the action on the line for that day.

At closing

Walk the closing list before you lock up. Food should be covered, labelled and away; food on its use-by date should be thrown away; washing up and cleaning should be finished; waste should be out; and any ‘prove it’ checks your system requires — including cooling records, if you cooled food — should have been written down.

Names, not just ticks

Put initials against opening and against closing. If the manager is not in, Safer Food, Better Business says they can give the diary to another member of staff. Name that person in advance. A manager should review the week, not only the day they were on shift.

Extra checks stay off this sheet

Deep cleans, probe calibration, pest-proofing and other less frequent jobs belong on your extra-checks or cleaning schedule, and in the four-weekly review. Do not cram them into the daily walk or they will be skipped.

Paper or digital

This sheet is for a clipboard. If you keep the same checks on a tablet, the test is the same: can you show, on the day, who did the walk and what you did when something failed? A digital export for a visit is useful; an app nobody can open is not.

Further reading

Official pack: gov.uk/government/publications/safer-food-better-business-for-caterers
This guide, and a digital version of the checks: hosmere.com/guides/opening-and-closing-checks/
Fridge temperature records: hosmere.com/guides/fridge-temperature-records/
Questions about the sheet: hello@hosmere.com

Based on the Food Standards Agency Safer Food, Better Business for caterers “Opening and closing checks” starting list, reused under the Open Government Licence v3.0. This sheet is not official FSA stationery and does not replace your SFBB pack or your own food safety management system. Tick only when a check has actually been done. Never pre-tick. If something is wrong, write the problem and the action — do not hide it under a tick. hosmere.com/guides/opening-and-closing-checks/