



Business name

Location

Date

Closing Check	Done	Initials	Notes
Turn off cooking equipment where appropriate			
Record final fridge temperatures			
Record final freezer temperatures			
Empty and clean bins			
Clean and sanitise prep surfaces			
Clean sinks and taps			
Sweep and mop floors			
Wash utensils and equipment			
Store food correctly and cover all open items			
Check allergen and cleaning items are stored properly			
Lock storage and secure stock			
Manager closing sign-off			





**NOTES / ISSUES FOUND**

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**MANAGER REVIEW**

Checked by

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Signature

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Date

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**ADDITIONAL NOTES**

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