

## Kitchen Cleaning and Food Safety Checklist

Date \_\_\_\_\_

Action	Checked	Signature
Waste foods disposed of away from food preparation areas		
Garbage and waste removed from the kitchen regularly		
Pest inspections carried out and appropriate action taken		
Prior to being refrigerated or frozen, foods were cooled		
Food to be refrigerated or frozen was correctly labelled on the packaging container		
Dishes were cleaned according to the procedure		
Floors were cleaned appropriately at the end of service		
All preparation surfaces and kitchen benches were cleaned and sanitised before food preparation and after service		
Oven and stove top cleaned after use		
Bainemarie emptied and all trays and surfaces cleaned		
Range hood cleaned		
Approved cleaning chemicals were used		
Fresh food on hand was assessed for quality and spoilt food discarded		
Stock take done to ensure foods used prior to best before date including fresh fruit and vegetables.		

**Comments/further attention:**