

# Kitchen re-opening checklist



No.	ACTION	COMMENTS	DATE COMPLETED	SIGNATURE
<b>1. TEAM</b>				
1.1	Wash all chef whites, kitchen aprons and hats			
1.2	Check stock levels of PPE and reorder if necessary			
1.3	Ensure allergen guides are readily available for team members			
1.4	Ensure any new team members have been appropriately trained			
1.5	Kitchen rota updated and communicated. Ensure team are aware of any new cleaning routines. A heightened awareness of cleaning will remain in place			
1.6	Ensure any new team members have been briefed on the menu and menu specifications			
1.7	Any new kitchen team members to complete basic food hygiene and COSHH training			
1.8	Have staff been trained on correct hand washing techniques?			
<b>2. KITCHEN DEEP CLEAN</b>				
2.1	Drain fryers of oil and clean			
2.2	Replace old used oil in fryers with clean oil			
2.3	Clean canopy and ducting, ensure it is clean and free from grease			
2.4	Clean all equipment i.e. ovens, grills, microwaves etc			
2.5	Wash bins in kitchen			
2.6	Clean kitchen floors, ensuring equipment is moved out of the way			
2.7	Clean kitchen tiles throughout kitchen			
2.8	Clean wash hand basins and sinks			
2.9	Remove food items from fridges and freezers and clean			
2.10	Remove items from dry store and clean			
2.11	Insectocutors clean and in good working order			
2.12	Pest control is in place. Contact contractor if required			
2.13	Do I have a correct and visible cleaning programme set out, detailing what should be cleaned, how to clean it, by whom and how often?			
2.14	Are staff aware of the high touch point items within each area and how often to clean them?			
2.15	Do I have adequate cleaning products to perform the increased cleaning required?			
2.16	Do I have adequate equipment to perform the cleaning?			
2.17	Do I have the correct PPE required?			
<b>3. KITCHEN SET-UP</b>				
3.1	Ensure kitchen has hot water. Check the hot water taps			
3.2	Ensure there is adequate soap and tissue to dry hands next to hand basins			
3.3	Check dishwasher(s) have correct amount of detergent and rinse aid. Contact contractor to service if required			
3.4	Run dishwasher empty a couple of times to get a good flow of freshwater through the pump			

Please note this information is provided for guidance only. You should always refer to the latest information from the HSE, Public Health England and other relevant bodies, or consult your Environmental Health Officer.  
Please read the Chemical Safety Data Sheets when using chemical cleaning products.

# Kitchen re-opening checklist continued

No.	ACTION	COMMENTS	DATE COMPLETED	SIGNATURE
<b>3. KITCHEN SET-UP – CONTINUED</b>				
3.5	Check sanitiser units are working and dosage is correct. Contract contractor to service if required.			
3.6	Ensure correct signage is displayed			
3.7	Ensure all kitchen equipment is working properly			
3.8	Electrical equipment PAT tested if required			
3.9	Pest control is in place. Contact contractor if required			
3.10	Fridges and freezers numbered as per kitchen diary / check			
3.11	Cleaning rota displayed			
3.12	Emergency exits clear and well lit.			
3.13	Fire extinguishers & blankets in place. Service up to date, extinguishers in date.			
3.14	Clean oven cloths & tea towels readily available			
3.15	Waste bins in kitchen with waste bags inside			
3.16	Ensure enough stock of cleaning materials. Place order ASAP if needed.			
3.17	Ensure kitchen printer has enough paper			
3.18	Complete a test order from EPOS to kitchen to ensure communication is working			
<b>4. FRONT OF HOUSE</b>				
4.1	Ensure allergen guides are readily available for customers and team members			
4.2	Clean (if appropriate) food menus and display accordingly			
4.3	Clean any crockery / cutlery held front of house			
4.4	Dispose of salt / pepper, clean crockery and re-stock			
4.5	Ensure other condiments are all clean and in date			
4.6	Anti-bacterial wipe down of tables and chairs			
4.7	Wash all linen. Dispose of part-used napkin packs			
4.8	Where possible have I implemented increased distances?			
4.9	Do I have a visitors' screening process in place?			
<b>5. FOOD</b>				
5.1	Check all fridges, freezers and dry stores for out of date food			
5.2	Dispose of all out of date food items & ensure wastage record is kept of disposed food items			
5.3	Complete a full food stock take			
5.4	Identify food order needed			
5.5	Contact food suppliers and agree delivery dates / days and place order			
5.6	Ensure any waste oil collection has been made / agreed			
5.7	Ensure outside bins are clean and council or contractor has agreed to empty			
5.8	Prep food appropriately for anticipated levels of trade			
5.9	Ensure product labels are available for prepped food			

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