



Kitchen Opening & Closing Checklist

Daily opening and closing checklist for commercial kitchens and food businesses. Covers BOH and FOH tasks to ensure food safety, cleanliness, and readiness at the start and end of each day.

FK-CL-OP01
v1.0

Template
Document

| | | | |
|----------------|--|--------------|--|
| Date: | | Location: | |
| Shift Manager: | | Reviewed By: | |

Opening – Back of House

| Question | Yes | No | Notes/Action |
|---|-----|----|--------------|
| All refrigeration units are at correct temperature (fridges 1-5°C, freezers -18°C or below) | | | |
| Temperature readings recorded on the daily log | | | |
| All work surfaces, chopping boards and prep areas cleaned and sanitised | | | |
| Kitchen floors swept and free from debris | | | |
| Handwash basins stocked with soap, paper towels and sanitiser | | | |
| Deliveries received, checked for temperature, condition and date coding | | | |
| Stock rotated (first in, first out) and expired items discarded | | | |
| Prep stations set up with required ingredients, utensils and equipment | | | |
| All cooking equipment turned on and functioning correctly | | | |
| Probe thermometer available, calibrated and ready for use | | | |
| Dishwasher checked, clean and operational | | | |
| Staff wearing clean uniforms, hair coverings and removing jewellery | | | |
| Fire extinguishers accessible and emergency exits clear | | | |

Opening – Front of House

| Question | Yes | No | Notes/Action |
|---|-----|----|--------------|
| Dining area clean, tables and chairs in position | | | |
| Table settings, condiments and menus in place | | | |
| All surfaces in dining area, bar and host station sanitised | | | |
| Floors swept and clean | | | |
| Customer toilets checked, clean and stocked | | | |
| POS system switched on and operational | | | |
| Lighting, music and heating/air conditioning set | | | |
| Entrance area and signage clean and presentable | | | |
| Allergen information available and up to date | | | |

Closing – Back of House

| Question | Yes | No | Notes/Action |
|---|-----|----|--------------|
| All work surfaces, chopping boards and prep areas cleaned and sanitised | | | |

| Question | Yes | No | Notes/Action |
|---|-----|----|--------------|
| All cooking equipment turned off, cleaned and cooled | | | |
| Kitchen floors swept and mopped, non-slip mats cleaned | | | |
| All food properly wrapped, labelled, dated and stored correctly | | | |
| Raw and ready-to-eat items stored separately (raw below cooked) | | | |
| Fridge and freezer temperatures checked and recorded | | | |
| Fridges and freezers properly closed and sealed | | | |
| Expired or unusable food discarded | | | |
| All dishes, utensils and cookware washed, dried and stored | | | |
| Dishwasher emptied, cleaned and filters checked | | | |
| Bins emptied and new liners fitted | | | |
| Gas and electrical appliances switched off | | | |
| Final walkthrough of kitchen completed | | | |
| Kitchen doors locked and secured | | | |

Closing – Front of House

| Question | Yes | No | Notes/Action |
|---|-----|----|--------------|
| All surfaces in dining area, bar and host station cleaned and sanitised | | | |
| Floors swept and mopped | | | |
| Tables cleared and reset or stacked for cleaning | | | |
| Condiments restocked and menus stored | | | |
| Customer toilets cleaned and restocked | | | |
| Bins emptied and new liners fitted | | | |
| Bar area cleaned, perishable garnishes discarded | | | |
| POS system closed down and cash reconciled | | | |
| All windows and external doors closed and locked | | | |
| Lighting, music and heating/air conditioning switched off | | | |
| Security system set and premises secured | | | |

Sign-off

| | | | |
|----------------------------------|--|----------------------------|--|
| Date: | | Initials/Signature: | |
| Corrective Action / Notes | | | |
| | | | |



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forkto.com/resources/checklists/opening-closing-checklist

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