



Food fresh and in-date.  
Packed lunches checked and used within 4 hours of preparation.  
No physical or chemical or pest contamination of stored food.


**Closing checks date:**

Unused food put away correctly.  
Leftover food and past sell-by-date food discarded.  
Crockery and utensils washed up and put away dry.  
Rubbish removed/bin cleaned.  
Dirty cloths removed for washing and replaced.  
Work surface clean and disinfected.  
Floors clean.


Report any problem(s) here

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Action taken

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**Further guidance**

*Safer Food Better Business* (Food Standards Agency)

[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers)