|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Check all BOH hygiene Monitor paperwork is completed (from previous day)** | S | M | T | W | T | F | S |
| Buffet area cold holding (below 8C) |  |  |  |  |  |  |  |
| Buffet area hot holding (over 63C) |  |  |  |  |  |  |  |
| Kitchen hot cooking (over 75C) |  |  |  |  |  |  |  |
| Delivery monitor sheet |  |  |  |  |  |  |  |
| Batch Defrost monitor sheet |  |  |  |  |  |  |  |
| Batch cooking monitor sheet |  |  |  |  |  |  |  |
| Batch cooling monitor sheet |  |  |  |  |  |  |  |
| Fridge / freezer temp Monitor sheet |  |  |  |  |  |  |  |
| Pest control monitor sheet |  |  |  |  |  |  |  |
| Record of staff illness Monitor sheet |  |  |  |  |  |  |  |
| Main kitchen Cleaning Monitor sheet |  |  |  |  |  |  |  |
| Outside kitchen Cleaning Monitor sheet |  |  |  |  |  |  |  |
| Buffet Area Cleaning Monitor sheet |  |  |  |  |  |  |  |
| Kitchen Porter Cleaning Monitor sheet |  |  |  |  |  |  |  |
| Dessert area Cleaning Monitor sheet |  |  |  |  |  |  |  |
| Daily Records sheet (found in hygiene SOP, opening/ closing checks and any problems boxes) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| General daily checks | S | M | T | W | T | F | S |
| Are Products brought out to defrost dated with use by date |  |  |  |  |  |  |  |
| Are products brought out to defrost defrosted in fridge unless emergency |  |  |  |  |  |  |  |
| Are products on emergency defrost during day monitored and put in fridge at night  |  |  |  |  |  |  |  |
| No food must be left out overnight (cooling or otherwise) |  |  |  |  |  |  |  |
| Rice once cooked must be cooled and put in fridge after max 1.5 hrs |  |  |  |  |  |  |  |
| All staff are wearing appropriate uniform |  |  |  |  |  |  |  |
| All products in all fridges must be labelled with use by date |  |  |  |  |  |  |  |
| Use by dates are within current use by date |  |  |  |  |  |  |  |
| All areas are suitable cleaned down disinfected and sanitised |  |  |  |  |  |  |  |
| All stations have available disinfectant and sanitizer |  |  |  |  |  |  |  |
| All stations hand sinks have supply of blue hand roll |  |  |  |  |  |  |  |

Notes: