

Daily kitchen food safety checklist

A starter checklist for restaurants, cafés and food production kitchens. Adapt the checks and target ranges to your own HACCP plan and local food safety rules. Record any reading outside the target range and the corrective action you took.

Site: _____ Date: _____ Checked by: _____

Check	Target	Result	Initials
OPENING CHECKS			
Fridges at 5°C or below (record each unit)	≤ 5°C		
Freezers at -18°C or below	≤ -18°C		
Hand-wash basins stocked: soap, paper towels, hot water	Yes / No		
Prep surfaces and equipment clean and sanitised	Yes / No		
No signs of pests (droppings, damage, insects)	Yes / No		
Staff fit for work, clean uniforms, hair tied back	Yes / No		
DURING SERVICE			
Cooked food core temperature (probe)	≥ 75°C or your plan		
Hot holding at 63°C or above	≥ 63°C		
Cooling food covered, dated and cooled quickly	Yes / No		
Raw and ready-to-eat food kept apart	Yes / No		
Allergen information correct and up to date	Yes / No		
Food labelled with name and use-by date	Yes / No		
CLOSING CHECKS			
Out-of-date or unlabelled food removed	Yes / No		
Fridges and freezers rechecked and doors closed	Record		
Cleaning schedule completed and signed	Yes / No		
Bins emptied and bin area clean	Yes / No		
Probe thermometer cleaned and checked	Yes / No		
Issues and corrective actions recorded below	Yes / No		

Issues and corrective actions

Issue found	Action taken	By / time

Run this checklist digitally with photos, temperature logs, reminders and corrective actions in Inspect IT. Start a free 14-day trial at inspectit.eu. This template is a starting point only and does not replace your own HACCP plan or the advice of your local food safety authority.