

**DAILY CHECK SHEET**  
**B&B/Guest Houses (breakfast only)**



**Opening Daily Checks:**

Hot and Cold Water to wash hand basin and sinks.	
Paper Towels and Anti Bacterial soap to wash hand basin.	
Equipment and Structure Clean i.e. shelves, sinks, fridges etc.	
Surface cleaner/degreaser and surface sanitiser available.	
Visual Checks for pests i.e. presence of insects, droppings, chewed boxes etc.	

Temperature Checks of Fridges & Freezers.

- Fridges should be between 2 and 5°C (legal max 8°C).
- Freezers should be -18°C or below.

Fridge 1	Fridge 2	Fridge 3	Freezer 1	Freezer 2

**Breakfast Check:**

All sausages and/or other meat products fully cooked?

Checked by: probe thermometer, Temp.....

Visual by cutting.....

**Date:**.....

**Closing Daily Checks:**

All refuse removed.	
Check use by/best before dates on stock and remove out of date food.	
Equipment and Structure clean. Work surfaces sanitised.	

Temperature Checks of Fridges & Freezers.

- Fridges should be between 2 and 5°C (legal max 8°C).
- Freezers should be -18°C or below.

Fridge 1	Fridge 2	Fridge 3	Freezer 1	Freezer 2

Any comments or corrective actions required:

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**Signed:**.....