

Day of production/decoration
Daily Record Sheet

Opening Daily Checks:

Date:.....

Name:.....

Hot and Cold Water to wash hand basin and sinks	
Paper/Hand Towels and Anti bacterial soap to wash hand basin	
Clean down and disinfection of worktops carried out.	
Equipment and Structure Clean i.e. shelves, sinks, fridges etc	
Visual Checks for pests i.e. presence of droppings, chewed boxes etc	
Check use by/best before dates on stock and remove out of date food	
Temperature of fridge For temperature sensitive ingredients ie cream and butter	

Any comments or corrective actions required:

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Closing Daily Checks:

Date:.....

Name:.....

Empty Bins		
All food protected from external contamination		
Equipment and Structure clean		
Produced	Quantity and	type of cakes:
Decorated		

Signature.....