

Safer Food Better Business – Daily Record Sheet - Retail				Date:	
1.0 Opening Checks					
				Satisfactory?	Checked by
1.1	Fridges and freezers are working properly.				
1.2	Hot water & other equipment is working properly.				
1.3	There is plenty of hand washing and cleaning materials.				
1.4	"Use-by and best before" dates have been checked and out of date food removed from sale.				
1.5	Food is displayed safely i.e. raw separate from or below ready to eat foods.				
1.6	There is no evidence of pest activity.				
2.0 Delivery Checks (Maximum temperatures: chilled food +8°C; frozen food -12°C)					
	Time	Supplier / Food	Temperature	Packaging & date codes - Satisfactory?	Checked by
3.0 Fridge & Freezer Temperatures (Maximum temperatures: fridges +5°C; freezers -18°C)					
	Unit				
	Temperature				
	Checked by				
	Unit				
	Temperature				
	Checked by				
4.0 Closing Checks					
				Satisfactory?	Checked by
4.1	Food past its "use-by/best-before" date has been thrown away.				
4.2	Fridge and freezer doors/covers are properly closed.				
4.3	Premises is clean. Floors have been swept and cleaned.				
4.4	Waste has been removed from premises and is contained in lidded bins.				
5.0 Any problems or changes – what did you do?					
Completed by:				Date:	

Every 4 weeks, please also complete the 4-weekly review in the Diary of Safer Food Better Business.

For further copies please go to our website at: www.bromley.gov.uk/FoodDocuments
London Borough of Bromley, Public Protection, Food Team.

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