Opening and Closing Checklist

Daily opening and closing checks for a venue or kitchen: safety, security, equipment, cleaning and cash.

Details

Venue *	
Date *	_____ / _____ / _____
Checklist *	☐ Opening ☐ Closing
Completed by *	

Checks

Item	Done	Issue	N/A
Fire exits unlocked and clear (opening) / secured (closing) *	☐	☐	☐
Alarm unset / set *	☐	☐	☐
Lights and signage working *	☐	☐	☐
Equipment switched on / off safely *	☐	☐	☐
Fridge and freezer temperatures checked *	☐	☐	☐
Toilets clean and stocked *	☐	☐	☐
Floors clean and dry *	☐	☐	☐
Bins emptied *	☐	☐	☐
Till / cash checked *	☐	☐	☐
Deliveries checked and stored *	☐	☐	☐
Windows and doors secure (closing) *	☐	☐	☐

Sign-off

Issues and actions	
Signature *	

* Required