



**Closing checks date:**

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Unused food put away correctly.

Leftover food and past sell-by-date food discarded.

Crockery and utensils washed up and put away dry.

Rubbish removed/bin cleaned.

Dirty cloths removed for washing and replaced.

Work surface clean and disinfected.

Floors clean.


Report any problem(s) here

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Action taken

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**Further guidance**

- Safer Food Better Business (Food Standards Agency 2011)