Closing and handoff checklist

Closing date / shift: _____ Station: _____

Site: _____ Completed by: _____

Procedure reference / version: _____

D = done A = action needed N = not applicable with reason

Check or action	D	A	N	Time / initials	Evidence or follow-up
Complete final orders and reconcile outstanding service issues.					
Handle ingredients, assigned discards and dated records as required.					
Complete due equipment cleaning and record the procedure used.					
Complete authorized shutdown; secure equipment under instructions.					
Clean tools and food-contact surfaces; store them appropriately.					
Complete waste handling and leave the working route clear.					
Record stock needs and supplies required for the next shift.					
Record current recipe, setting changes and supporting measurements.					
List unresolved faults, restrictions, action owners and next checks.					
Add a site closing task: _____					

Handoff recipient: _____ Time acknowledged: _____ Next check / owner: _____

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____