

			Week	29/12/25			
Water Weel Opening Checks							
General							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance Open by 7:30							
Main Gate Open by 09:25 am							
Floats Till completed							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Trays are Clean							
Bathrooms are cleaned daily or as needed							
foods thawed appropriately							
foods cooled appropriately							
Check Food dates, all past date thrown away							
Chemical stored away from food							
Food service employees wear hair restraints and clean clothing an keep hands clean and free of any open scores or infections that could spread to food							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Other Equipment Working							
Frige and Freezer Working							
Food prep area clean & disinfected work surface utensils							
Plenty of hand washing and cleaning							

			Week	5/1/26			
Water Weel Opening Checks							
General							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance Open by 7:30							
Main Gate Open by 09:25 am							
Floats Till completed							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Trays are Clean							
Bathrooms are cleaned daily or as needed							
foods thawed appropriately							
foods cooled appropriately							
Check Food dates, all past date thrown away							
Chemical stored away from food							
Food service employees wear hair restraints and clean clothing an keep hands clean and free of any open scores or infections that could spread to food							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Other Equipment Working							
Frige and Freezer Working							
Food prep area clean & disinfected work surface utensils							
Plenty of hand washing and cleaning							
			Week	12/1/26			
Water Weel Opening Checks							
General							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance Open by 7:30							
Main Gate Open by 09:25 am							
Floats Till completed							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Trays are Clean							
Bathrooms are cleaned daily or as needed							
foods thawed appropriately							
foods cooled appropriately							
Check Food dates, all past date thrown away							

Chemical stored away from food							
Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open scores or infections that could spread to food							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Other Equipment Working							
Frige and Freezer Working							
Food prep area clean & disinfected work surface utensils							
Plenty of hand washing and cleaning							

Week 19/1/26

Water Weel Opening Checks

General

Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance Open by 7:30							
Main Gate Open by 09:25 am							
Floats Till completed							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Trays are Clean							
Bathrooms are cleaned daily or as needed							
foods thawed appropriately							
foods cooled appropriately							
Check Food dates, all past date thrown away							
Chemical stored away from food							
Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open scores or infections that could spread to food							

Safe Method Check (note : list in diary)

Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Other Equipment Working							
Frige and Freezer Working							
Food prep area clean & disinfected work surface utensils							
Plenty of hand washing and cleaning							

Week 26/01/26

Water Weel Opening Checks

General							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance Open by 7:30							
Main Gate Open by 09:25 am							
Floats Till completed							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Trays are Clean							
Bathrooms are cleaned daily or as needed							
foods thawed appropriately							
foods cooled appropriately							
Check Food dates, all past date thrown away							
Chemical stored away from food							
Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open scores or infections that could spread to food							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Other Equipment Working							
Frige and Freezer Working							
Food prep area clean & disinfected work surface utensils							
Plenty of hand washing and cleaning							

Water Weel Closing Checks							
General 29/12/21							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance closed by 17:30							
Main Gate Close after last customer leaves							
Floats Till Check							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Lights Turned Off where appropriate Equipment turned off							
Bathrooms are cleaned daily or as needed							
foods cooled appropriately							
Chemical stored away from food							
Door locked security camera on							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
No food left out							
Check Food dates, all past date thrown away							
Dirty cloths removed & replaced with clean ones							
Waste has been removed and new bags in bins							
Water Weel Closing Checks							
General 5/1/26							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance closed by 17:30							
Main Gate Close after last customer leaves							
Floats Till Check							
Check Stock levels							

Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Lights Turned Off where appropriate Equipment							
Bathrooms are cleaned daily or as needed							
foods cooled appropriately							
Chemical stored away from food							
Door locked security camera on							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
No food left out							
Check Food dates, all past date thrown away							
Dirty cloths removed & replaced with clean ones							
Waste has been removed and new bags in bins							
Water Weel Closing Checks							
General							
	12/1/26						
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance closed by 17:30							
Main Gate Close after last customer leaves							
Floats Till Check							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Lights Turned Off where appropriate Equipment							
Bathrooms are cleaned daily or as needed							
foods cooled appropriately							
Chemical stored away from food							
Door locked security camera on							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
No food left out							
Check Food dates, all past date thrown away							
Dirty cloths removed & replaced with clean ones							
Waste has been removed and new bags in bins							

Water Weel Closing Checks							
General	19/1/26						
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance closed by 17:30							
Main Gate Close after last customer leaves							
Floats Till Check							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Lights Turned Off where appropriate Equipment turned							
Bathrooms are cleaned daily or as needed							
foods cooled appropriately							
Chemical stored away from food							
Door locked security camera on							
Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
No food left out							
Check Food dates, all past date thrown away							
Dirty cloths removed & replaced with clean ones							
Waste has been removed and new bags in bins							
Water Weel Opening Checks							
General	26/01/26						
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Delivery Entrance Open by 7:30							
Main Gate Open by 09:25 am							
Floats Till completed							
Check Stock levels							
Daily Black board update							
Check diary and booking sheet							
Staff briefing/ job allocation complete							
Trays are Clean							
Bathrooms are cleaned daily or as needed							
foods thawed appropriately							
foods cooled appropriately							
Check Food dates, all past date thrown away							
Chemical stored away from food							
Food service employees wear hair restraints and clean clothing an keep hands clean and free of any open scores or infections that could spread to food							

Safe Method Check (note : list in diary)							
Opening Checks	MON	TUE	WED	THU	FRI	SAT	SUN
Other Equipment Working							
Frige and Freezer Working							
Food prep area clean & disinfected work surface utensils							
Plenty of hand washing and cleaning							