

Pest Activity - Enhanced Pre-opening and Closing Checks

Week commencing:/..../.....

Closing jobs (before you leave the business)	Monday	Tuesdays	Wed	Thursday	Friday	Saturday	Sunday
Deep clean all floors, surfaces, shelving, equipment throughout the business to remove food source.							
Empty bins and clear drains.							
Place all soft packet food into solid lidded containers/boxes.							
Place all equipment/food items (chopping boards, meat slicers, utensils, cutlery, crockery, food packaging/containers) in fully closable/sealed cupboards to protect them from overnight contamination (ensure there's no access point into cupboards).							
Cover any equipment/items that cannot be placed in closable/sealed cupboards with large plastic bags or cover tightly with cling wrap to protect them from contamination.							
Clear and tidy the waste are to prevent encouraging pests to your business.							
Ensure all gaps and holes in the business are covered/proofed.							
Close all internal doors.							
Do not display cutlery, napkins etc on the tables.							
Managers sign off:							
Pre-opening jobs (Before you start any food related activities)	Monday	Tuesdays	Wed	Thursday	Friday	Saturday	Sunday
Inspect all areas with a torch for signs of activity and to identify any new proofing issues (holes, gaps etc) <u>Note activity and proofing in 'Findings record' on last page.</u>							
Do you need to call pest control company in again? Check with manager..							
Ensure all bait boxes are correctly positioned.							
Clean away any droppings							
Check all wrapped/covered equipment items for signs of contamination. Carefully remove and dispose of the covering. Clean and disinfect anything that could have been contaminated.							
Clean and disinfect all surfaces and shelving.							
Clean and disinfect all equipment left out/uncovered overnight e.g.: chopping boards utensils containers crockery cutlery							
Dispose of any food that could have been contaminated.							
Managers sign off:							

Findings record:

- Note details of any pests or evidence of pests and where they were found.
- Note any holes, gaps or other proofing issues.
- Action taken

<u>Monday</u>	
<u>Tuesday</u>	
<u>Wednesday</u>	
<u>Thursday</u>	
<u>Friday</u>	
<u>Saturday</u>	
<u>Sunday</u>	