



## General Kitchen Checklist

Sapphire Castle Hotel / 15 Feb 2023 / Meredith Lawson

Complete

| Score                 | 27 / 36 (75%)         | Flagged items | 9 | Actions | 6 |
|-----------------------|-----------------------|---------------|---|---------|---|
| Site conducted        | Unanswered            |               |   |         |   |
| Name of Establishment | Sapphire Castle Hotel |               |   |         |   |
| Conducted on          | 15 Feb 2023 08:54 PST |               |   |         |   |
| Performed by          | Meredith Lawson       |               |   |         |   |

## Flagged items & Actions

9 flagged, 6 actions

### Flagged items

9 flagged, 6 actions

Inspection / Kitchen Opening Procedure

#### Keys placed on the proper storage area



Walk-in fridge and refrigerator key is missing. Mark may have forgotten to return the keys.



Photo 1

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:04 PST | Created by: SafetyCulture Staff

Return the keys to proper storage

Inspection / Kitchen Opening Procedure

#### Distributed towels and other issued items to respective stations



**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:04 PST | Created by: SafetyCulture Staff

Always ensure that towels are provided in work stations

Inspection / Kitchen Service Preparation

#### Work area is clean and tidy at all times



Ingredients should be returned to their respective places after use so work station/ area is kept clean.



Photo 3

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:05 PST | Created by: SafetyCulture Staff

Keep it clean and tidy during food prep. Thanks

Inspection / Kitchen Service Preparation

#### They assemble all appropriate ingredients in advance to ensure efficiency and work productivity



James prepared the wrong ingredients and had to redo everything with Chef Tom.



Photo 4

Inspection / Kitchen Cleaning

**Equipment is kept in a clean and safe state at all times.**



Pots, pans, and dishes piled up because they weren't washed immediately. Please avoid this from happening as it creates risk of things to fall down.. it's chaotic and it doesn't boost productivity

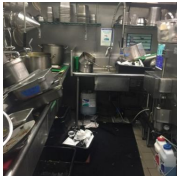


Photo 5

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:07 PST | Created by: SafetyCulture Staff

Please wash ASAP

Inspection / Kitchen Cleaning

**Dishwashing machines are checked for cleanliness before use and maintained.**



Cleaning staff did not clean the dishwasher after shift last night



Photo 6

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:07 PST | Created by: SafetyCulture Staff

Clean up before leaving

Inspection / Kitchen Closing Procedure

**Unplugged, wiped and sanitized small appliances**



Broiler pan was overlooked during cleaning

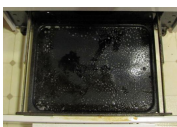


Photo 8

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:08 PST | Created by: SafetyCulture Staff

Please clean broiler pan

Inspection / Kitchen Closing Procedure

**All refrigeration equipment is left on, working and locked**



Refrigerators left unlocked because keys are still missing

Inspection / Kitchen Closing Procedure

**Cabinets have been locked and all kitchen keys are**



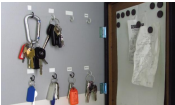
**accounted for**



Cabinets we're locked but some keys are still missing, walk-in fridge and freezers we're left unlocked because Mark still hasn't returned the keys.

Other actions

0 actions

|                                                                                                                             |                                     |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Inspection</b>                                                                                                           | 9 flagged, 6 actions, 27 / 36 (75%) |
| Kitchen Opening Procedure                                                                                                   | 2 flagged, 2 actions, 6 / 8 (75%)   |
| <b>Basic utilities such as lights and air system are turned on</b>                                                          | ✓                                   |
| <b>Equipment such as ovens, proofers, griddles, ranges, broilers, fryers, kettles are turned on</b>                         | ✓                                   |
| <b>Refrigerator and Freezers were unlocked</b>                                                                              | ✓                                   |
| <b>Keys placed on the proper storage area</b>                                                                               | ✗                                   |
| Walk-in fridge and refrigerator key is missing. Mark may have forgotten to return the keys.                                 |                                     |
|                                            |                                     |
| Photo 1                                                                                                                     |                                     |
| <b>To do</b>   Assignee: SafetyCulture Staff   Priority: Low   Due: 22 Feb 2023 09:04 PST   Created by: SafetyCulture Staff |                                     |
| Return the keys to proper storage                                                                                           |                                     |
| <b>Trash bins are lined and distributed</b>                                                                                 | ✓                                   |
| <b>Kitchen area shows cleanliness, orderliness and no equipment malfunctions observed</b>                                   | ✓                                   |
| <b>Proper food storage practices are evident (labels, dates, wrapping, location)</b>                                        | ✓                                   |
| Good work in applying the best practices in storing food especially with the labels.                                        |                                     |
|                                          |                                     |
| Photo 2                                                                                                                     |                                     |
| <b>Distributed towels and other issued items to respective stations</b>                                                     | ✗                                   |
| <b>To do</b>   Assignee: SafetyCulture Staff   Priority: Low   Due: 22 Feb 2023 09:04 PST   Created by: SafetyCulture Staff |                                     |
| Always ensure that towels are provided in work stations                                                                     |                                     |
| Kitchen Service Preparation                                                                                                 | 2 flagged, 1 action, 5 / 7 (71.43%) |
| <b>Kitchen personnel meet the expected requirements of personal hygiene and wear the correct uniform and safety clothes</b> | ✓                                   |

**Kitchen personnel adheres to all hygiene and safety procedures at all times**



**Work area is clean and tidy at all times**



Ingredients should be returned to their respective places after use so work station/ area is kept clean.



Photo 3

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:05 PST | Created by: SafetyCulture Staff

Keep it clean and tidy during food prep. Thanks

**They assemble all appropriate ingredients in advance to ensure efficiency and work productivity**



James prepared the wrong ingredients and had to redo everything with Chef Tom.



Photo 4

**Initial preparations are completed efficiently and items are stored correctly until required**



**Dishes are prepared in accordance with standard recipes**



**Every dish is checked by the senior chef before leaving the pass for presentation, quality and portion accuracy**



Kitchen Cleaning

2 flagged, 2 actions, 5 / 7 (71.43%)

**Daily, weekly and deep cleaning schedules for all kitchen areas are displayed and adhered to.**



**Designated personnel are allocated to monitor cleaning standards on a daily basis.**



**Equipment is kept in a clean and safe state at all times.**



Pots, pans, and dishes piled up because they weren't washed immediately. Please avoid this from happening as it creates risk of things to fall down.. it's chaotic and it doesn't boost productivity

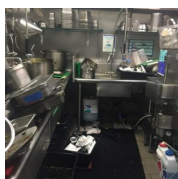


Photo 5

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Please wash ASAP

**Dishwashing machines are checked for cleanliness before use and maintained.**



Cleaning staff did not clean the dishwasher after shift last night



Photo 6

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:07 PST | Created by: SafetyCulture Staff

Clean up before leaving

**Water is changed at least twice a day and is at the correct temperature at all times.**



**Correct quantities of detergent and rinse aid are safely used.**



**Waste disposal facilities are effectively used.**



Nice work on practicing proper waste disposal in the kitchen



Photo 7

Kitchen Closing Procedure

3 flagged, 1 action, 11 / 14 (78.57%)

**Hand tools such as knives, special cutters etc have been washed and sanitized**



**Unplugged, wiped and sanitized small appliances**



Broiler pan was overlooked during cleaning



Photo 8

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 22 Feb 2023 09:08 PST | Created by: SafetyCulture Staff

Please clean broiler pan

|                                                                                                                                                     |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Washed and sanitized the station fixtures: tables, shelving, cabinets, heat lamps                                                                   | ✓ |
| Emptied, washed and sanitized under-counter line refrigerators                                                                                      | ✓ |
| Locked up special tools and cooking alcohols                                                                                                        | ✓ |
| Double-checked that no perishable foods have been left out                                                                                          | ✓ |
| All refrigeration equipment is left on, working and locked                                                                                          | ✗ |
| Refrigerators left unlocked because keys are still missing                                                                                          |   |
| Cabinets have been locked and all kitchen keys are accounted for                                                                                    | ✗ |
| Cabinets we're locked but some keys are still missing, walk-in fridge and freezers we're left unlocked because Mark still hasn't returned the keys. |   |
| All heating equipment and units are turned off                                                                                                      | ✓ |
| Cleanliness and orderliness is evident                                                                                                              | ✓ |
|                                                                  |   |
| Photo 9                                                                                                                                             |   |
| The office and the sales receipts is secured and locked                                                                                             | ✓ |
| Fans and lights turn                                                                                                                                | ✓ |
| Locked interior doors                                                                                                                               | ✓ |
| Alarm system activated                                                                                                                              | ✓ |
| Completion                                                                                                                                          |   |

#### Notes for the next shift:

Refrigerators and freezers we're left unlocked please ask Mark for the keys. Take note of non-compliant items and ensure that assigned corrective measures are completed within the next shift.

#### Name & Signature of Duty Manager



Meredith Lawson  
15 Feb 2023 09:11 PST

## Media summary



Photo 1



Photo 2



Photo 3



Photo 4

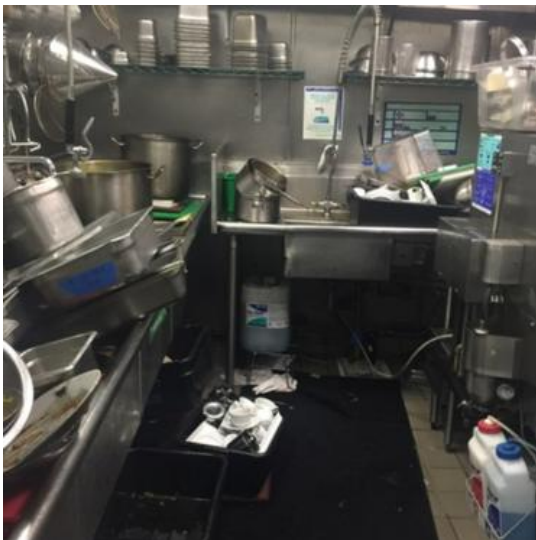


Photo 5



Photo 6



Photo 7



Photo 8

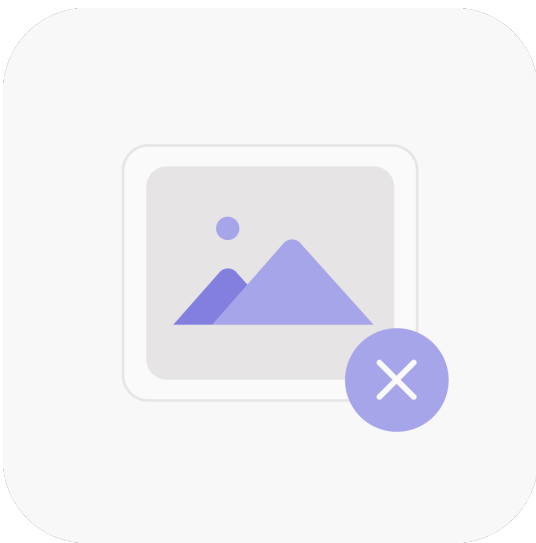


Photo 9