**Employee Name: Date:**

There are times when vermin obtain access to a unit and as a result, we need to take extra precautions to ensure our food is safe.

The pest control checklist has been devised to remind colleagues on what checks need to be made prior to operating when there has been evidence of pest activity. These checks must be carried out daily until advised otherwise and they apply to all affected areas e.g. kitchen, servery, pot-wash, store room, toilets etc.

Please confirm your understanding of the procedures to be followed by signing in the boxes.

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| --- | --- | --- | --- |
| **Check** | Action Detail | Correct Operating Standards | Corrective Action |
| **Floor** | Visually examine floor and look for droppings / urine / gnaw marks | No droppings / urine / grease marks found on floor | Sweep up droppings / clean up urine / grease with disposable paper towel before mopping and disinfecting floor |
| **Food** | Check for any food left out overnight. This includes packed foods such as sachets on the counter. | No food left out.  All ambient food stored in plastic lidded containers overnight.  Display fridges emptied at the end of the day. | Any food left out overnight must be disposed of. |
| **Disposable food packaging** | Remove disposable food packaging from plastic lidded containers. | Food packaging, including clingfilm, parchment and foil, stored in plastic lidded containers overnight. | Any damaged/  contaminated disposable packaging must be disposed of. |
| **Crockery, utensils and light equipment** | Remove crockery, utensils and light equipment from plastic lidded containers or unwrap clingfilm. | Clean crockery and utensils stored in plastic lidded containers overnight. | Unprotected crockery/utensils must be washed (cleaned) prior to placing in the dishwasher (disinfection) |
| **Shelving** | Two stage cleaning undertaken for all exposed shelving. | Shelving cleaned and sanitised prior to daily use. | Remove any debris/contamination. Clean with soapy cloth then sanitise and wipe with disposable paper towel. |
| **Work Surfaces** | Two stage cleaning undertaken for all work surfaces prior to any food preparation. | Work surfaces cleaned and sanitised prior to use. | Remove any debris/contamination. Clean with soapy cloth then sanitise and wipe with disposable paper towel. |

**Reporting:** Report any pest activity to your Manager.

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| Colleague Name | Signature | Date |
|  |  |  |
| Manager/Trainer Name | Signature | Date |