

Premises Opening and Closing Checklist

Turn the first and last twenty minutes of the day into two short lists that get initialled, instead of a routine somebody remembers most of the time.

The first and last twenty minutes of the day, as two lists that get initialled rather than remembered.

ADD YOUR OWN, AND KEEP IT SHORT

Write your own items into the blank rows — every premises has three or four that matter more than anything printed here. The two lists are deliberately short: a long one gets ticked without reading.

Premises

Week beginning

Sheet

OPENING

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
write your own — alarm, lights, heating, safety checks, cash, staff in							

Initialled by

Anything reported

CLOSING

Initialed by

Anything reported