

TO DO LIST: CATERING

Task	Actions	Associated Cost	Complete
Switch off catering equipment	<ul style="list-style-type: none"> - Make people aware of the cost of leaving equipment running - Implement a procedure to ensure everything is shut down at the end of a serving 	N/A	
Equipment placement	<ul style="list-style-type: none"> - Keep fridges and freezers away from heat sources 	N/A	
Fridge seals	<ul style="list-style-type: none"> - Replace faulty fridge seals 	£	
Defrost freezers	<ul style="list-style-type: none"> - Defrost freezers twice a year - Where there is a build-up of frost thicker than 0.5cm or more, remove this 	£	
Consolidate fridge space	<ul style="list-style-type: none"> - If you have multiple fridges, consolidate items into one and switch off others between uses 	N/A	
Set fridge temperatures	<ul style="list-style-type: none"> - Maintain a fridge temperature of 3° to 5° C 	N/A	
Set freezer temperatures	<ul style="list-style-type: none"> - Maintain a freezer temperature of -15° to -18° C 	N/A	
Keep fridges stocked	<ul style="list-style-type: none"> - Keep fridges stocked as fully as possible 	N/A	

NOTES: