

Shift Hand Over Checklist

Food & Hospitality

GENERAL

Which areas are in a need to be cleaned?

☐ Yes☐ No☐ Na

Upload a picture of the area

UPLOAD

Is there any issue with the staff uniforms?

☐ Yes☐ No☐ Na

Upload a picture

UPLOAD

Are there any issues with the quality of products?

☐ Yes☐ No☐ Na

Upload a picture

UPLOAD

Are there any issues with the daily routine paperwork?

☐ Yes☐ No☐ Na

Upload a picture

UPLOAD

Are there any issues with any other area?

Yes

No

Na

Upload a picture

UPLOAD

Date of Inspection:

DATE

2017-01-01

Inspected by:

Signature of the inspector:

SIGNATURE