OpsAuditHub opsauditihub.com	DOC ID: **SAF-0085**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **HACCP FDA Food Code & OSHA 29 CFR 1910.1200**	AUDIT FREQUENCY: **Daily Pre-Shift**

Commercial Kitchen Opening Closing Sop Template

Operational Scope: Establishes a mandatory daily protocol for opening and closing commercial kitchen operations to eliminate cross-contamination and thermal safety hazards. Ensures complete adherence to food safety codes and workplace injury prevention mandates.

MANDATORY PPE:	Cut-Resistant Mesh Gloves (ANSI/ISEA 105), Non-Slip ASTM Certified Kitchen Footwear, Heat-Resistant Oven Mitts (NFPA Compliant), Disposable Nitrile Food-Grade Gloves, Eye Protection (ANSI Z87.1 for Chemical Handling)
PREREQUISITES:	Verify primary circuit breaker panels are energized and functional. | Ensure handwashing sinks are fully stocked with antibacterial soap and paper towels. | Review previous shift logbook for lingering maintenance or hazard tickets.

PHASE 1: MORNING OPENING & PRE-OPERATION SANITATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Refrigeration Temperature Logs**	Verify all walk-in coolers and reach-in units maintain temperatures between 34°F and 38°F. Record ambient readings on digital log.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Sanitizer Bucket Concentration**	Test quaternary ammonium or chlorine sanitizer solution using chemical test strips. Concentration must fall strictly within 200-400 ppm range.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Gas Line & Fire Suppression Interlock**	Inspect emergency gas shut-off valve for unobstructed access and verify Ansul fire suppression manual pull station pin is intact and unsealed.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Cookline Equipment Ignition**	Ignite all ranges, flat tops, and fryers, checking for stable blue pilot flames and uniform heating without gas leaks or unusual odors.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

PHASE 2: MID-SHIFT OPERATIONAL & SAFETY CHECKS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Floor Slip & Trip Hazard Management**	Inspect all kitchen walkways for standing water, grease accumulation, or dropped produce. Ensure non-slip mats are properly positioned and dry.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
6	**Hot Holding Temperature Verification**	Probe batch-cooked hot foods (soups, gravies) using calibrated stem thermometer to ensure internal product temperatures remain at or above 135°F.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Ventilation Exhaust Hoods**	Confirm makeup air and exhaust canopy blowers are actively drawing smoke, grease vapors, and steam efficiently across the entire cooking line.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

PHASE 3: EVENING CLOSING & SECURE SHUTDOWN

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Deep Fryer Oil Filtration & Shutdown**	Ensure fryers are completely powered down, oil has cooled below 130°F before filtering or draining, and drain valves are securely locked closed.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
9	**Food Storage & Labeling Protocol**	Verify all open prep items are sealed in airtight containers, labeled with date and product identity, and elevated at least 6 inches off the floor.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
10	**Facility Security & Utility Isolation**	Confirm all back-door exits are deadbolted, non-essential electrical appliances are unplugged, and gas master valves are toggled to the closed position.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

Certified Shift Supervisor / Opening Lead Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
General Manager / Operations Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.