NC STATE UNIVERSITY

Pantry Closing Checklist Template

| Task | Date | Performed by (name) |
|---|------|---------------------|
| Fold tables | | |
| Check/record fridge and freezer temperatures | | |
| File paperwork | | |
| Clean/refill bathrooms | | |
| Sweep floors | | |
| Clean/sanitize surfaces: tables, cutting boards, counters | | |
| Break down boxes | | |
| Turn up/down AC/heat | | |
| Lock pantry doors | | |