Daily and Weekly Checklists

Opening, during the day, closing, weekly and monthly tasks

Template for Malta, not legal advice. Mostly EU level; national rules only where stated. Status 24 October 2026.

> Template for Malta, not legal advice. Status 24 October 2026. EU level only: take limits and procedures from your own HACCP plan.

Print one for each week, display it at the bar and tick off. The shift manager signs at the end of the week.

Week from – to _____

Manager _____

Opening

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Switch on the espresso machine (at least 20–30 min before opening), check pressure and temperature							
Record fridge and freezer temperatures on sheet A							
Check dates and condition of milk, cakes and pastries							
Espresso calibration: dose, yield, time – record							
Fill the hopper with coffee for this shift only							
Restock cups, lids, napkins, sugar							
Hand-wash basin: soap, paper towels, disinfectant							
Guest area and toilets clean							
Till, card terminal, change							

During the day

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Steam wand wiped and purged after every use							
Check extraction after any major change (new coffee, change in weather)							
Mid-shift temperatures (sheet A)							
Ongoing cleaning of tables, bar and toilets							
Taking out waste and coffee grounds							

Closing

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Backflush groups with cleaner, soak portafilters and baskets							
Clean steam wands, drip tray, knock box							
Jugs and dishes into the dishwasher, clean the dishwasher							
Label opened milk with a date, discard expired items							
Store and cover cakes, check the display							
Wash and disinfect surfaces, mop the floor							
Take out waste, empty bins							
Cash up the till							
Switch off equipment as instructed (espresso machine per manufacturer)							
Record the cleaning carried out (sheet C)							

Weekly tasks

Task	Day	Done / signature
Empty, wash and disinfect fridges and display		
Clean the grinder hopper and chute		
Clean and disinfect the ice machine		
Group brush, check gaskets and shower screens		
Pest check (sheet F)		
Check coffee stock and place an order		
Manager checks the record sheets		
Wash the waste bins		

Monthly tasks

Task	Date	Done / signature
Clean the grinder burrs (granules or taking apart)		
Check thermometers (ice bath)		
Check the water filter and water hardness		
Deep clean (shelves, behind equipment, lights)		
Check the first-aid kit and fire extinguisher		
Check that hygiene training is up to date		

Checked by (manager) **Date** **Signature**

Sources: Regulation (EC) No 852/2004, Annex II (europaius.com/eu-akt/32004r0852). Status 24 October 2026.

Sources – full text of the legislation on Europaius

- 852/2004