**UNIT:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Area:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| Have any vermin (live or dead) /droppings /grease marks/ urine been seen? (Yes / No) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor surfaces under food racking checked for rodent droppings (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor surfaces under dishwasher checked for rodent droppings (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| All floors cleaned and disinfected prior to any food prep (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridges/freezers pulled out, floor & vents checked for droppings/vermin (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brush strips to production area doors intact (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visual check of cupboards and shelves for droppings / damage (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Open shelving cleaned and disinfected prior to any food preparation (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Food contact surfaces cleaned and disinfected before use 2 stage cleaning (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Soft furnishings checked for rodent droppings and damage (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No food left out overnight – stored in plastic lidded containers (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Crockery/utensils stored in plastic lidded containers or clingfilm wrapped overnight (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposable food packaging stored in plastic containers overnight (✓) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Manager / Supervisor Initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Manager / Supervisor to Initial boxes to confirm daily check for rodent activity has been carried out.Where action is required enter ‘X’ in box.Record detail of action required under ‘Corrective Actions. Refer to Good Hygiene Practice Guide No. 3 Pest Control. | **Corrective Actions**Always inform RM of any pest activity. Report pest activity onto the AIR Accident Incident Reporting system. Contact Pest Control to arrange site visit. Protect food by ensuring all food is in closed rodent proof containers. Thoroughly clean and sanitise all food preparation surfaces with surface sanitiser before use.  |
| **Date** | **Action** |
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