Pantry Closing Checklist Template

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| 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 |  |  |