



# Ikook Food Safety, Hygiene, and Quality Checklist

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**This checklist ensures that your event meets safety, hygiene, and quality standards. Designed by Ikook to guarantee you and your guests a memorable experience.**

## PERFORMANCE CRITERIA

### Pre-Event Preparation

#### 1. Menu Planning & Dietary Requirements

- Confirm event date, time, and guest count.
- Discuss and finalize menu options with Ikook's chefs.
- Identify and document all dietary restrictions (e.g., allergies, intolerances, preferences).
- Plan dedicated prep zones for allergen-free meals.

#### 2. Ingredient Sourcing

- Source fresh, high-quality ingredients from trusted local suppliers.
- Verify the sustainability and ethical practices of suppliers.
- Label all ingredients with clear allergen information.

#### 3. Equipment & Supplies

- Ensure all cooking equipment is clean and in working order.
- Pack digital thermometers, cleaning supplies, and sanitizing agents.
- Prepare separate utensils and cutting boards for allergen-free meals.

### Day-of Event Operations

#### 1. Temperature Control

- Monitor and record cooking temperatures to ensure food reaches safe internal temperatures:
  - Poultry: 75°C
  - Pork and ground meat: 71°C
  - Fish: 63°C
  - Vegetables and grains: 60°C
- Keep hot foods above 60°C and cold foods below 5°C during service.
- Use chafing dishes, ice baths, or insulated containers to maintain safe temperatures.

#### 2. Surface Sanitation

- Clean and sanitize all work surfaces before and after use.
- Wipe down equipment (e.g., mixers, blenders) with food-safe sanitizers.
- Dispose of waste in designated bins and replace liners regularly.

#### 3. Allergy Management

- Use color-coded utensils and cutting boards for allergen-free meals.
- Store allergen-free ingredients separately to avoid cross-contact.
- Clearly label all dishes with allergen information (e.g., "Contains nuts," "Gluten-free").

#### 4. Chef Accountability

- Maintain a log of temperature checks, cleaning schedules, and sanitation sign-offs.
- Conduct real-time quality checks to ensure consistency and presentation.

### Post-Event Procedures

#### 1. Food Storage & Disposal

- Properly store leftovers in airtight containers at safe temperatures.
- Discard any food that has been in the "danger zone" (5°C to 60°C) for over 2 hours.
- Donate excess food to local charities (if applicable).

#### 2. Equipment Cleaning

- Disassemble and deep-clean all equipment (e.g., ovens, grills, mixers).
- Sanitize utensils, cutting boards, and work surfaces.
- Return equipment to storage in a clean and organized manner.

## CLIENT FEEDBACK

- Share a feedback form with the client to gather their experience.
- Review feedback and identify areas for improvement.
- Follow up with the client to address any concerns or questions.

## COMMENTS AND FEEDBACK

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## IKOOK'S SATISFACTION PLEDGE

*At Ikook, we are committed to delivering exceptional service and unforgettable experiences. If you're not completely satisfied with your event, you can reach out to us. Your peace of mind is our priority.*

#### Clients Signature

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**Date**

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## CHEF ACKNOWLEDGEMENT

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**Chef Signature**

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**Date**