Bakery Daily Production Checklist

Daily Operations

BAKERY	DATE	SHIFT	HEAD BAKER
	____ / ____ / _____		

OVENS & PROOFERS

- [ ] Deck ovens pre-heated to spec
- [ ] Rack oven pre-heated and steam ready
- [ ] Proofer humidity and temperature set
  Typically 35-38°C, 80-85% RH
- [ ] Retarder temperature checked
- [ ] Oven stone / deck clean, no residue
- [ ] Oven timers and thermostats calibrated

MIXERS & EQUIPMENT

- [ ] Bench scrapers, cutters, moulds ready
- [ ] Cooling racks clean and available

Spiral / planetary mixer clean, bowl attached ☐ OK ☐ Fault

	OK	FAULT	N/A
Dough sheeter / moulder clean and set	○	○	○
Divider / rounder calibrated	○	○	○

Scales calibrated and zeroed ☐ OK ☐ Fault

INGREDIENTS

- [ ] Flour type and lot number verified
- [ ] Yeast activity checked (if fresh yeast)
- [ ] Butter / fats tempered to room temp
- [ ] Water temperature measured for dough
- [ ] Pre-ferments / starters ready (levain, poolish)
- [ ] Fillings, toppings, glazes prepared

ALLERGEN CONTROLS

- [ ] Production schedule reviewed for allergens
- [ ] Allergen changeover cleaning done (if required)
  Nuts, soy, dairy, eggs — follow allergen matrix
- [ ] Allergen labels correct for today's products
- [ ] Dedicated utensils for allergen-free products

BATCH TRACKING & SIGN-OFF

- [ ] Today's production schedule posted

Batch numbers assigned _____

- [ ] Previous shift notes reviewed

Head baker signature _____

Notes

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