MEMO

To: All kitchen staff
From: Priya Raman, Copperleaf Cafe
Date: November 16, 2026
Subject: New closing checklist

From Monday, November 23, the last person on shift signs the closing checklist and leaves it in the blue folder by the office door. The list has twelve steps. Most of them you already do, but two are new.

First, the walk-in fridge now has a log sheet on its door. Write the temperature at close, and if it reads above 4 degrees C, call me before you leave, at any hour.

Second, the dish machine must run its cleaning cycle every Friday night. The cycle takes 25 minutes, so start it before you mop the floor.

Please read the full list on the board this week and ask me about anything that is not clear. Thank you all for a busy and smooth October.

Priya