

Restaurant Pre-Opening Checklist

Projected Opening Date: _____

Inspectors:	Name	Phone	Cell or e-mail
Health:			
Fire:			
Building:			
Electrical:			
Plumbing:			
Other:			

- 1) Prepare critical path for operations based on construction schedule.
- 2) Have standard credit sheet drafted for ease of setting up accounts.
- 3) Make contractors phone list for post opening emergencies.

Task	Order By:	In Place by:	Person Responsible
Insurance Evaluation			
Pre-Const, During Const, Ops			
Liquor Bond			
Liability			
Workman's comp			
Solid waste/Dumpster/Compactor/Roll-off			
Cables & Wiring			
Burglar/Fire Alarm			
Music/Public Address			
Telephone Lines-Internal			
POS & Computer Lines			
Code Book			
Handicap Regulations			
Ansel System Requirements			
Exits			
Emergency Lighting			
Security During Operation			
Panic Hdwr Requirements			
Fire Inspector Approval			
Sprinkler System Requirements			
Smoke Detectors/Smoke Eaters			

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Task	Order By:	In Place by:	Person Responsible
Evaluate Information Systems			
Register w/ All Gov't Agencies			
Obtain Fed Tax ID Number			
Bank Reconciliations			
Payroll System			
Gas Service - New			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
Telephone Service- New			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
Water Service - New			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
Sewer Service - New			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
Set Up Grease Trap - Rendering Service			
Electric Service- New			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			

Restaurant Pre-Opening Checklist

Task	Order By:	In Place by:	Person Responsible
Banking			
Selection of Bank			
Construction Account			
Operational Account			
Payroll Account			
Lines of Credit			
Deposit bags			
Credit Card Deposit Acc'ts			
Merchant Acct-AX, VISA/MC, Gift Cards, etc.			
Graphics Design			
Logo			
Type/Font Style			
Colors			
Size			
Business Cards			
Menus			
Identify and choose menu covers if used.			
Printed Gift Certificates			
Signs			
Stationary			
Letterhead			
Signage and Banners			
Coming soon			
Opening date			
Now hiring			
Menu Board			
No deliveries between...			
Hours of business			
Parking Lot			
Smoking			
Fire Marshall			
ADA			
Restrooms			
Open/Closed			
Advertising Timetable			
Find Yellow Pages Cut-Off Dates			
Evaluate Local Associations			
List of Advertising Resources			
Flyers			

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Task	Order By:	In Place by:	Person Responsible
Vendor List for:			
Food			
Liquor			
Supplies			
Contact Salespersons			
Credit Applications on File			
List of References			
Inventory			
Initial / Pre-Opening			
Replacement			
Par Stock & Ordering Forms			
Outside Services			
Maintenance			
Janitorial			
Valet Parking			
Pest Control			
Plant Service			
Linen Service			
Hood/Flue Cleaning			
Carpet Cleaning			
Window Washing			
Payroll			
Pre Opening			
Management			
Hourly			
POS System			
Wiring			
Installation			
Training			
Primary Vendor Selection/Approved vendor list			
Local contact w/ name number			
Establish credit, delivery schedule			
P - O - S materials			
Initial marketing support			

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Task	Order By:	In Place by:	Person Responsible
Parking Lot			
Number of Spaces			
Resurfacing			
Entrance/Exits			
Lighting for Parking Lot			
Control Pre-Construction			
Control During Construction			
Valet Stand/Key Control			
Parking Lot Signage			
Handicap			
Reserved			
Vallet			
Landscaping			
Pre-Construction			
During Construction			
Maintenance			
Construction Timetable			
Estimated Time for Each Phase			
Estimated Completion Date			
Critical Path			
Construction Budget			
Sign Requirements/Restrictions			
Security			
Robbery Prevention			
Control of Access During Ops			
Control of Access During Const			
Double door safe			
Night drop			
Keys			
Make list of keys needed in store. Have all coolers, equipment, etc. keys same as doors.			
Collect all keys upon installation.			
Re-key just before opening			
First aid box			
Informational Signage			
Restrooms			
Exit			

Restaurant Pre-Opening Checklist

Task	Order By:	In Place by:	Person Responsible
Staffing Projected list of employee needs for each area of operation and Sources for recruiting.			
Develop pay scales for all crew work groups			
Front Desk			
Servers			
Wait Assistants			
Bartenders			
Cooks			
Prep Cooks			
Dishwashers			
Supervisors			
Managers			
Arrange for interview site, furniture, phones & supplies.			
Place employment ads in local newspapers & schedule recruiting missions.			
Review staffing manual for interviewing and hiring procedures. Establish target question list.			
Training			
Identify dates of training allowing for "dry run" or "soft opening" time.			
Validate service sequences.			
Develop bar opening checklist.			
Develop kitchen-opening checklist & for all departments: open, close & managers.			
Document and train management and staff.			
Organize orientation materials.			
Develop sidework schedules for all FOH			
Set up POS training for management & crew.			
Arrange lodging for all opening personnel.			
Wine & beer seminars for sales knowledge and over-consumption policy.			
FOH menu descriptions for all items.			
Plating and garnish guide for all items.			
Set up training recipe manuals			
Select training team.			
Set date for training team arrival.			
Prepare master training calendar.			
Set up training manuals & opening materials.			
Set up general meeting and training session.			
Organize any necessary management training such as:			
MSDS location			
Interviewing and hiring (legal vs. illegal questions, ADA, etc.)			
Restaurant standards and systems			

Restaurant Pre-Opening Checklist

Task	Order By:	In Place by:	Person Responsible
Human Resources			
Selection of Manager			
Selection of Pre-Opening Staff			
Organizational Chart			
Evaluation of Available Managers			
Define Manager Job Duties			
Interview of Managers			
Interview of Pre-Opening Staff			
Create Management Reports			
Evaluation of Available Chefs			
Evaluation of Kitchen Manager			
Employee Performance Evaluation			
Training Program for Employees			
Uniforms			
Dress Code			
Establish Work Schedules			
Reports			
Food/Bev/Covers/Avg Ck/Sales Mix			
Comparisons to Budget			
Organizational Charts by Department			
Dining Room			
Bar			
Kitchen			
Administration			
Employee Applications			
Employee Manuals			
Writing			
Production			
Training			
Hiring of Employees			
Training of Employees			
Establish employee meal policy			
Employee Applications & Employee New Hire Kits			
English / Spanish			
I - 9 and Tax Forms			
Health cards			
Server/Bartender/Entertainment Permits			
Orientation			
Pre-Opening/Training schedule			
Operational schedule			
ServSafe™ Training			
Uniform			

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Task	Order By:	In Place by:	Person Responsible
Kitchen Operations/Service Operations			
Set-up sheets with pars			
Opening checklists			
Closing checklists			
Prep lists with pars			
Standardized recipe book			
Freezer pull sheets			
Inventory forms.			
Electric bug killer for back door?			
Employee Bulletin Board			
Required Postings -- OSHA, safety, minimum wage, etc.			
Wage & hour			
Workman's comp			
Emergency hospital & Doctor			
Employee lockers			
Job descriptions			
Operational Manuals			
Safety manual			
Financial manual			
Catering manual			
Kitchen manual			
Exhibition cooking manual			
Join local Restaurant Association			
Telephones			
Office line			
Fax line			
Catering line			
E-mail line			
Kitchen line			
Reservations line			
Pay phones			
Guest Music			
ASCAP/BMI Arrangements			
Satellite Music System			

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Task	Order By:	In Place by:	Person Responsible
Equipment, Smallwares & Supplies			
Collect all warranties for new equipment and send in cards.			
Place all equipment information and Service Agents in a notebook for reference.			
Kitchen			
Dining Room			
Bar			
Office			
Food Inventory			
Bar Inventory			
Supplies Inventory			
Hood/HVAC equipment			
Kitchen Design and Equipment List			
Punch List			
Contractor			
Subcontractors			
Out-side Contractors			
Equipment checkout (burn-in/calibration)			
Ice Machines			
Cooking Equipment			
Refrigeration Equipment			
Hand Wash Stations			
Soap			
Sanitizer			
Towel Dispensers			
Hand wash signs			
Kitchen Clock			
Anti-fatigue mats			
Set up dish machine service			
Clean, organize and label all shelving:			
Dry Storage			
Walk-in			
Freezer			
Supply area			
Service Area			
Chemical Storage			
Bar Storage			

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Task	Order By:	In Place by:	Person Responsible
Kitchen Utensils			
Produce List			
Obtain Bids			
Place Order			
Receive Order			
Small Wares Order			
Produce list			
Obtain bids			
Place Order			
Receive Order			
Tabletop Selection			
Plateware			
Flatware			
Glassware			
linen			
Select Wall Covering			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			
Select Tables			
Obtain Bids			
Order			
Arrange Delivery			
Select Chairs			
Obtain Bids			
Order			
Arrange Delivery			
Apply Scotchguard protection			
High Chairs & Boosters			
Arrange Delivery			
Select Floor Covering			
Obtain Bids			
Order			
Arrange Installation			

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Task	Order By:	In Place by:	Person Responsible
Bar Operation			
Beverage station			
cups			
lids			
holders			
sodas			
dairy			
canned juices			
bev naps			
straws			
Soda System			
Well liquor selection			
Call liquor selection			
Premium liquor selection			
Beer Selection			
Draft system			
Wine Selection			
Supplier Wine Training Program			
Wine List Design			
Wine List Publication			
Wine Openers			
Wine buckets and stands			
Standardized Recipe and Glassware			
Garnish Guide			
Paper Products			
Guest Checks			
POS Supplies			
Take out			
Bathroom			

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Task	Order By:	In Place by:	Person Responsible
Linen Service			
Table top Laundry (Rental)			
Uniform Laundry (Rental)			
Uniform order			
Janitorial supplies			
Hard goods			
Wet Floor Cones			
Mop Buckets			
Mops			
Vacuum			
Hand towel dispensers			
Squeegees			
Office Equipment			
Office Furniture			
Desk			
Chair			
Filing cabinets			
Computer System			
Color Monitor			
Color Printer			
ISP Internet service			
Software			
Food Ordering (From Primary Supplier)			
Office Suite Software			
Word Processor			
Spreadsheet			
Presentation			
Publisher Software			
Scheduling- Use for employee time management, Management Schedules and Catering Events			
Upload software			
Telephone Equipment			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			

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