

Restaurant Opening Checklist

Month: _____ Year: _____

| Item | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| Exterior & Entrance | | | | | | | | | | | | | | | |
| Unlock doors and check entrance area is clean | | | | | | | | | | | | | | | |
| Confirm signage and hours are correct | | | | | | | | | | | | | | | |
| Check outdoor seating if applicable | | | | | | | | | | | | | | | |
| Quick Safety Check | | | | | | | | | | | | | | | |
| Check fire exits are unobstructed | | | | | | | | | | | | | | | |
| Confirm first aid kit is accessible | | | | | | | | | | | | | | | |
| Final Setup Check | | | | | | | | | | | | | | | |
| Tables are set with clean linens/menus | | | | | | | | | | | | | | | |
| Lighting and music are set appropriately | | | | | | | | | | | | | | | |
| POS system is on and functioning | | | | | | | | | | | | | | | |
| Reservation list is reviewed | | | | | | | | | | | | | | | |
| Staff assignments are confirmed | | | | | | | | | | | | | | | |
| Specials and 86'd items communicated to all staff | | | | | | | | | | | | | | | |
| Restrooms are clean and stocked | | | | | | | | | | | | | | | |
| Pre-Shift Meeting | | | | | | | | | | | | | | | |
| Team briefed on today's priorities | | | | | | | | | | | | | | | |
| Any guest complaints from last shift addressed | | | | | | | | | | | | | | | |

| Item | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
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