



Opening Checklist

TASK	START DATE	COMPLETION DATE	PERSON RESPONSIBLE
Review Local Jurisdiction for all Requirements Related to Re-opening			
Review CDC, FDA, NRA, ServSafe and Health Department Recommendations and Requirements			
Adjust Seating, Service and Preparation Areas to Accommodate Social Distancing Guidelines			
Develop and Implement Safety Practices to Control The Spread of Disease - Including Policies for PPE			
Update Employee Health and Personal Hygiene Policies			
Update All Cleaning, Sanitizing and Disinfecting Procedures and Policies			
Develop Training Programs/Manuals to Support New Operational Procedures and Policies			
Review Your Menu and Revise as Appropriate to Maximize Revenue			
Develop New Program Offerings - Such as Take Out/Delivery			
Develop and Communicate Your Re-Opening Plan to Customers and Staff			
Announce Hours of Operation			
Restaurant			
Bar			
Take Out/Delivery			
Other			
Develop Informational Signage to Support Social Distancing Guidelines			
Create the Marketing Plan			
Develop and Communicate Work Schedules			

Opening Checklist

TASK	START DATE	COMPLETION DATE	PERSON RESPONSIBLE
Contact Outside Services to Restart Services			
Banking			
Maintenance			
Janitorial			
Valet Parking			
Pest Control			
Plant Service			
Linen Service			
Hood/Flue Cleaning			
Carpet Cleaning			
Window Washing			
Payroll Service			
POS System			
Others			
Complete a Self-Inspection of Your Entire Facility.			
Check All Equipment to Ensure Proper Working Condition - Repair as Necessary			
Dumpster/Compactor/Roll-off			
Security Systems - Burglar/Fire Alarm			
Music/Public Address			
Telephone Lines-Internal			
POS & Computer Lines			
Ansel System			
Exits – make sure they are operable			
Emergency Lighting			
Sprinkler System			
Smoke Detectors/Smoke Eaters			
Gas Service			



Opening Checklist

TASK	START DATE	COMPLETION DATE	PERSON RESPONSIBLE
Hood/HVAC System			
Hand Washing Stations			
Telephone Service			
Water Service			
Grease Trap			
Electric Service			
Check That All Signage is Properly Lite			
Parking Lot			
Landscaping			
Keys			
First Aid Kits			
All Kitchen and Bar Equipment			
All Refrigeration/Freezer Units			
Beverage Systems			
Dish Washing Macines			
Ice Machines			
All Smallwares			
Inspect for Signs of Pests and Correct as Necessary			
Clean, Sanitize and Disinfect the Entire Operation			
All equipment and smallwares			
Disinfect all hard, non-porous surfaces			
Door Handles, tables, equipment etc			
All areas regularly touched by employees/guests			
Restrooms (toilets, sinks, paper towel dispensers, etc)			
Door Handles			



Opening Checklist

TASK	START DATE	COMPLETION DATE	PERSON RESPONSIBLE
Menus, Tables, Condiments etc.			
Touch Screen Registers			
Drive-thru window ledges			
Clean every surface such as chairs, tables, bar and booths			
All Handrails			
Delivery vehicle interiors and any reusable delivery shipping/warming units			
Anything else applicable			
Non-Food contact surfaces			
Receiving doors			
Phones			
Reach-in and walk-in-doors			
In-place equipment			
Anything that cannot be washed in 3 compartment sinks			
Area around and basins of sinks when not in use			
Trash cans and recyclables.			
Clean entrance - glass door, door handles and frames			
All Smallwares			
Inspect All Inventory - Discard if expired or Damaged			
Food			
Beverages			
Supplies			
Other			

