



# RESTAURANT OPENING MASTER CHECKLIST





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While opening a new restaurant is exciting it can also be very stressful. Making sure that you have all your 'i's dotted and your 't's crossed before the big day can feel overwhelming.

From arranging health inspections, to banking information and vendor selection, use this master checklist to ensure you have everything you need to make your venue's launch successful.

To download the editable Excel file of the 'Restaurant Opening Master Checklist' click [here](#).



TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Pre-Construction</b>				
<b>Insurance Evaluation</b>				
Pre-Construction, During Construction, Ops				
Liquor Bond				
Liability				
Workman's Comp				
<b>Waste Removal</b>				
Solid Waste				
Dumpster				
Compactor				
<b>Cables &amp; Wiring</b>				
Burglar/Fire Alarm				
Music/Public Address				
Telephone Lines-Internal				
POS & Computer Lines				
<b>Code Book</b>				
Handicap Regulations				
Ansul Fire System Requirements				
Exits				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Code Book</b>				
Emergency Lighting				
Security During Operation				
Panic Hardware Requirements				
Fire Inspector Approval				
Sprinkler System Requirements				
Smoke Detectors/Smoke Eaters				

<b>Evaluate Information Systems</b>				
Register with All Gov't Agencies				
Obtain Fed Tax ID Number				
Bank Reconiliations				
Payroll System				

<b>Gas Service</b>				
Procedures				
Drawings/Plans				
Inspection				
Permit Requirements				
Installation				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Telephone Service</b>				
Procedures				
Drawing/Plans				
Inspection				
Permit Requirements				
Installation				

<b>Water Service</b>				
Procedures				
Drawings/Plans				
Inspection				
Permit Requirements				
Installation				

<b>Sewer Service</b>				
Procedures				
Drawings/Plans				
Inspection				
Permit Requirements				
Installation				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Electric Service</b>				
Procedures				
Drawings/Plans				
Inspection				
Permit Requirements				
Installation				

<b>Banking</b>				
Selection of Bank				
Construction Account				
Operational Account				
Payroll Account				
Lines of Credit				
Deposit bags				
Credit Card Deposit Accounts				
Merchant Account, Visa/MC, Gift Cards etc.				

<b>Graphic Design</b>				
Logo				
Type/Font Style				
Colors				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Graphic Design</b>				
Business Cards				
Menus				
Identify & choose menu covers if used				
Printed gift certificates				
Signs				
Stationary				
Letterhead				

<b>Marketing &amp; Advertising</b>				
<b>Signage and Banners</b>				
Coming soon				
Opening date				
Now hiring				
Menu board				
No deliveries between				
Hours of business				
Parking lot				
Smoking				
Fire marshall				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
ADA (disabilities)				
Restrooms				
Open/Closed				

**Digital & Promotional Marketing**

Website				
Social media accounts				
Facebook				
Twitter				
Instagram				
Optimize website for local SEO				
Monitor review sites				
Contest & promotions schedule				
Business Cards				
Build restaurant customer database				
Email marketing tool				

**Advertising Timetable**

Find Yellow Pages Cut-Off Dates				
Evaluate Local Associations				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Advertising Timetable</b>				
List of Advertising Resources				
Flyers				

<b>Operations</b>				
<b>Vendor List For</b>				
Food				
Liquor				
Supplies				
Contact Salespersons				
Credit Applications on File				
List of References				
Inventory				
Initial/Pre-Opening				
Replacement				
Par Stock & Ordering Forms				

<b>Outside Services</b>				
Maintenance				
Janitorial				
Valet Parking				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Outside Services</b>				
Pest Control				
Plant Service				
Linen Service				
Hood/Flue Cleaning				
Carpet Cleaning				
Window Washing				

<b>Payroll</b>				
Pre Opening				
Management				
Hourly				

<b>POS System</b>				
Wiring				
Installation				
Training				

<b>Primary Vendor Selection/Approved Vendor List</b>				
Local contact with name number				
Establish credit, delivery schedule				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Parking Lot</b>				
Number of spaces				
Resurfacing				
Entrance/Exits				
Lighting for parking lot				
Control for pre-construction				
Control during construction				
Valet stand/key control				
Parking Lot Signage				
Handicap				
Reserved				
Valet				

<b>Landscaping</b>				
Pre-Construction				
During construction				
Maintenance				
Construction timetable				
Estimated time for each phase				
Estimated completion date				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Landscaping</b>				
Critical path				
Construction budget				
Sign requirements/Restrictions				

<b>Security</b>				
Robbery prevention				
Control of access during ops				
Control of access during const				
Double door safe				
Night drop				

<b>Keys</b>				
Make list of keys needed in store				
Collect all keys upon installation				
Re-key just before opening				

<b>First Aid Kit</b>				
Emergency burn kit				

<b>Telephones</b>				
Office line				
Fax line				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Telephones</b>				
Catering line				
Kitchen line				
Reservations line				
Pay phones				

<b>Hours of Operation</b>				
Estimated hours of operation				
Bar				
Restaurant				
Entertainment				
Opening				
On Going				

<b>Staffing</b>				
Projected list of employees needed for each area of operation and sources for recruiting				
Develop pay scales for all crew work groups				
Front desk				
Servers				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
Wait assistants				
Bartenders				
Cooks				
Prep cooks				
Dishwashers				
Supervisors				
Managers				
Place employment ads in local newspapers & schedule recruiting missions				
Review staffing manual for interviewing & 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				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
Document and train management and staff				
Organize orientation materials				
Develop sidework schedules for all FOH				
Set up POS training for management & crew				
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 & hiring (legal vs. illegal questions, ADA etc.)				
Restaurant standards & systems				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Human Resources</b>				
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				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Establish Work Schedules</b>				
Reports				
Food/bev/covers/avg ck/sales mix				
Comparisons to budget				
Organizational charts by department				
Dining room				
Bar				
Kitchen				
Administration				
Employee applications				

<b>Employee Applications &amp; Employee New Hire Kits</b>				
English/Spanish				
I - 9 Tax Forms				
Health cards				
Server/bartender/entertainment permits				
Orientation				
Pre-opening/training schedule				
Operational schedule				
ServSafe Training				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Employee Applications &amp; Employee New Hire Kits</b>				
Uniform				
<b>Kitchen Operations/Service Operations</b>				
Set-up sheets with pars				
Opening checklists				
Closing checklists				
Prep lists with pars				
Standardizes recipe book				
Freezer pull sheets				
Inventory forms				
<b>Employee Bulletin Board</b>				
Required Postings- OSHA, safety, minimum wage, etc.				
Wage & hour				
Workman's comp				
Emergency hospital & doctor				
<b>Operational Manuals</b>				
Safety manual				
Financial manual				
Catering manual				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Operational Manuals</b>				
Kitchen manual				
Exhibition cooking manual				

<b>Guest Music</b>				
ASCAP/BMI Arrangements				
Satellite Music System				

## Menu

<b>Preliminary Menu Creation</b>				
Children's menus				
Birthday favors				
Lunch				
Dinner				
Catering				
Brunch				
Banquet				

<b>Pricing &amp; Cost</b>				
Menu pricing range				
Menu cost & portion guide				
Standard recipe binder				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Table Arrangement</b>				
Section maps for host station				
Opening and closing sidework assignments				

**Equipment, Smallwares & Supplies**

Collect all warranties for new equipment and send in cards				
Place all equipment information & Service Agents in a notebook for reference				
Food inventory				
Bar inventory				
Supplies inventory				

**Hood/HVAC Equipment**

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**Kitchen Design & Equipment List**

Punch List				
Contractor				
Subcontractors				
Out-side Contractors				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Equipment checkout (burn-in/calibration)</b>				
Ice machines				
Cooking equipment				
Refrigeration equipment				

<b>Hand Wash Stations</b>				
Soap				
Sanitizer				
Towel Dispensers				
Hand wash signs				

<b>Kitchen Clock</b>				

<b>Anti-fatigue mats</b>				

<b>Set up dish machine service</b>				

<b>Clean, organize &amp; label all shelving:</b>				
Dry storage				
Walk-in				
Freezer				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Clean, organize &amp; label all shelving:</b>				
Supply area				
Service area				
Chemical storage				
Bar storage				

<b>Kitchen Utensils</b>				
Produce list				
Obtain bids				
Place order				
Recieve order				

<b>Small Wares Order</b>				
Product list				
Obtain bids				
Place order				
Recieve order				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Tabletop Selection</b>				
Plateware				
Flatware				
Glassware				
Linen				
<b>Select Wall Covering</b>				
Obtain Bids				
Order				
Arrange delivery				
Accept per order				
<b>Select Tables</b>				
Obtain bids				
Order				
Arrange delivery				
<b>Select Chairs</b>				
Obtain bids				
Order				
Arrange delivery				
Apply scotchguard protection				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Select Chairs</b>				
High chairs & boosters				
Arrange delivery				

<b>Select Floor Covering</b>				
Obtain bids				
Order				
Arrange Installation				

**Bar Operation**

<b>Beverage Station</b>				
Cups				
Lids				
HOLDERS				
Sodas				
Dairy				
Canned juices				
Bev naps				
Straws				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Soda System</b>				
<b>Liquor selection</b>				
Well liquor selection				
Call liquor selection				
Premium liquor selection				
<b>Beer Selection</b>				
Draft system				
<b>Wine Selection</b>				
Supplier wine training program				
Wine list design				
Wine list publication				
Wine openers				
Wine buckets and stands				
<b>Paper Products</b>				
Guest checks				
POS supplies				
Take out				
Bathroom				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Linen Service</b>				
Table top laundry (rental)				
Uniform laundry (rental)				
Uniform order				

<b>Janitorial Supplies</b>				
Floor cleaner				
Spot remover				
Gum solvent				
Liquid hand soap				
Hand towel dispensers				
Paper towels				
Toilet paper				
Windex				
Squeegees				

<b>Janitorial Equipment</b>				
Wet floor signs				
Mops				
Buckets				
Vaccum				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Janitorial Equipment</b>				
Trash cans				
Dust pans				

**Office Equipment**

<b>Office Furniture</b>				
Desk				
Chair				
Filing cabinets				

<b>Computer System</b>				
Monitor				
Printer				
Internet Service				

<b>Software</b>				
Food ordering (from primary supplier)				
Office suite software				
Word processor				
Spreadsheet				
Presentation				

TASK	TARGET COMPLETION DATE	URGENCY 1 (NOW) 3 (SOON)	PERSON/ PARTY RESPONSIBLE	COMPLETED (Y/N)
<b>Software</b>				
Publisher Software				
Scheduling - Use for employee time management, management schedules and catering events				

<b>Telephone Equipment</b>				
Obtain bids				
Order				
Arrange delivery				
Accept per order				

**Finals**

<b>Place initial food order</b>				

<b>Place initial chemical supplies order</b>				

<b>Place initial paper goods order</b>				