

Restaurant Opening Checklist

Work through the essential front-of-house, kitchen, menu, and team checks before service begins.

Exterior and entrance

- ☐ Unlock required entrances
- ☐ Inspect exterior and entry area
- ☐ Check exterior signage and opening-hours notice
- ☐ Remove overnight debris
- ☐ Check entrance lighting

Front of house

- ☐ Turn on lights and set music to an appropriate level
- ☐ Check tables, chairs, floors, and guest areas
- ☐ Set tables where applicable
- ☐ Check restrooms and refill service stations
- ☐ Confirm menus are clean and current

POS and payments

- ☐ Start POS terminals
- ☐ Check receipt paper and card terminals
- ☐ Confirm cash drawer where applicable
- ☐ Test printers
- ☐ Confirm internet and network connectivity

Kitchen and prep

- ☐ Check refrigeration and required temperature logs
- ☐ Turn on required equipment
- ☐ Review prep list and stock levels
- ☐ Confirm unavailable items
- ☐ Check cleaning and sanitizer stations

Menu and ordering channels

- ☐ Confirm prices and specials
- ☐ Update sold-out items
- ☐ Check QR menu and website menu
- ☐ Check delivery-platform availability where applicable

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Team

- ☐ Confirm staffing
- ☐ Review bookings and orders
- ☐ Review specials and unavailable items
- ☐ Assign stations
- ☐ Conduct a pre-shift briefing

Manager sign-off

DATE _____	LOCATION _____
MANAGER _____	OPENING TIME _____
COMPLETED TIME _____	NOTES _____
SIGNATURE _____	