Restaurant opening checklist

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Site _____ Date _____

Opened by _____ Time _____

0 of 23 tasks done

Tick Done (✓ or x). °C: type the reading, it turns pink outside the limit in Settings. Empty rows: add your own tasks.

#	Task	Done	°C	Time	Initials	Notes
Arrival and safety						
1	Alarm off, walk the site: doors, windows, any damage or break-in					
2	No signs of pests: droppings, gnawed packaging, insects					
3	Lights, extraction and ventilation on					
4	Fire exits clear and unlocked, extinguishers in place					
5	First aid kit stocked					
Kitchen						
6	Fridge 1 temperature					
7	Fridge 2 temperature					
8	Freezer temperature					
9	Hand-wash basins: hot water, soap, paper towels					
10	Surfaces and boards cleaned and sanitised before prep					
11	Use-by dates checked, out-of-date food thrown away					
12	Allergen info for today's menu and specials up to date					
13	Probe thermometer working, probe wipes stocked					
14	Hot holding up to temperature before service					
Front of house and bar						
15	Tables, chairs and menus clean, floor swept					
16	Toilets clean, stocked and working					
17	Card machines charged, till float counted					
18	Ice machine clean, scoop kept outside the ice					
19	Glass washer on, chemicals topped up					
20	Garnishes prepped and dated					
Team						
21	Rota checked: everyone in, or cover arranged					
22	Nobody handling food with sickness or diarrhoea symptoms					
23	Pre-shift briefing: bookings, specials, 86'd items, allergens					

Problems, repairs, anything the next shift should know

Checked by (manager) _____ Signature _____

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Site		**Date**	
Closed by		**Time**	

0 of 23 tasks done

Tick Done (✓ or x). °C: type the reading, it turns pink outside the limit in Settings. Empty rows: add your own tasks.

#	Task	Done	°C	Time	Initials	Notes
Kitchen						
1	Food covered, labelled with a date and put away					
2	Leftovers cooled quickly and in the fridge, or thrown away					
3	Fridge 1 temperature					
4	Fridge 2 temperature					
5	Freezer temperature					
6	Fryers, grills and ovens off, gas off					
7	Surfaces, boards and equipment cleaned and sanitised					
8	Floors swept and mopped, drains clear					
9	Bins emptied, lids closed, bin area tidy					
10	Dishwasher emptied, drained and cleaned					
Bar						
11	Fridges restocked, doors shut					
12	Beer nozzles and drip trays cleaned					
13	Glass washer drained and cleaned					
Front of house						
14	Tables cleared and wiped, chairs up					
15	Toilets checked and cleaned					
16	Till cashed up, takings and float in the safe					
17	Card machine end-of-day totals run					
Lock-up						
18	Today's cleaning schedule signed off					
19	Taps off, nobody left on site					
20	Windows and back doors locked					
21	Lights and non-essential power off					
22	Handover notes written for the next shift					
23	Alarm set, front door locked					

Problems, repairs, anything the next shift should know

Checked by (manager)

Signature

Kitchen cleaning schedule

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Site _____ **Week starting (Monday)** _____

Initial the day you did it. Due counts from How often, Status shows what is still open this week.

Task	How	How often	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Done	Due	Status
Kitchen												
Prep surfaces and chopping boards	Clean, then sanitise. Leave for the contact time on the label.	Daily								0	7	7 to do
Handles, switches, taps, fridge seals	Clean, then sanitise	Daily								0	7	7 to do
Hobs, grills, fryers	Degrease, filter fryer oil	Daily								0	7	7 to do
Floors and drains	Sweep, mop, clear drain covers	Daily								0	7	7 to do
Bins	Empty, wash lids and outside	Daily								0	7	7 to do
Fridges inside	Empty shelf by shelf, wash, sanitise	Weekly								0	1	1 to do
Ovens	Deep clean	Weekly								0	1	1 to do
Extraction canopy filters	Soak and degrease	Weekly								0	1	1 to do
Dry store and shelving	Clear, wipe, check dates	Weekly								0	1	1 to do
Bar												
Bar top, taps, drip trays	Clean, then sanitise	Daily								0	7	7 to do
Glass washer	Drain, clean filter and arms	Daily								0	7	7 to do
Ice machine	Empty, clean, sanitise	Weekly								0	1	1 to do
Beer lines	Line clean (or as your supplier says)	Weekly								0	1	1 to do
Front of house and toilets												
Tables, chairs, high chairs, menus	Wipe and sanitise	Daily								0	7	7 to do
Toilets	Clean, restock, check	Daily								0	7	7 to do
Door handles, card machines	Sanitise	Daily								0	7	7 to do
Windows and glass doors	Clean inside	2x a week								0	2	2 to do

Monthly and deep cleans

Task	Date done	Initials	Next due
Behind and under kitchen equipment			
Walls, ceilings and light fittings			
Freezer defrost and clean			
Bin store deep clean			
Extraction ductwork (specialist contractor)			

Shift handover

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Site		**Date**	
Shift		**Time**	
Outgoing manager		**Incoming manager**	

Outgoing manager fills it in, incoming manager reads it with them and signs. Empty fields mean "nothing to report", not "forgot".

Service	
Covers and sales so far	
Bookings next shift	
Team	
Who is on, who is missing	
Breaks still due	
Kitchen and stock	
86'd / running low	
Prep status and deliveries	
Guests and allergens	
Allergies, complaints, regulars	
Guest issues to follow up	
Equipment and safety	
Broken or not working	
Accidents and near misses	
Cash	
Float and safe	
Differences	

Open tasks handed over

Task	Who	By when	Done

Handed over by (outgoing)

Read and taken over by (incoming)