

Food and Beverage Reopening Guidance Checklist

Initial Walk Through

Managers / Supervisors

It is pertinent to note that all repairs should be completed and essential equipment replaced prior to opening

Area	Action	Check list	Okay	Needs Attention	Needs Repair/ Replace	Observations / Work Required / Cleaning / Replacement	Request Sent to and Received by	Date Complete
Outside of Facility	Walk the Perimeter of the Facility							
		Parking lot						
		Sidewalk						
		Windows						
		Shrubs / Trees						
		Loading Dock						
		Stairs / Steps						
		Doors						
		Entranceway						
		Signage						
		Lighting						
		Evidence of Break in or theft						
		Misc. Cleanup Required (Describe)						
		Evidence of Rodents or Cockroaches						
		Needed Repairs Not Listed						
Inside Facility	Walk the Inside of the Facility							
		All Doors						
		Lights						
		Air-conditioning / Heat						
		Exhaust / Hood Fans						
		Carpet / Floors						
		Tables / Chairs						
		Other Furniture						
		Walls						
		Celling Tiles						
		Locks						
		All Fire Extinguishers are in place						
		Ceiling Leaks						
		Trash Cans						
		Smells						
	Needed Repairs Not Listed							

Restroom Specific							
	Flush all units						
	Smells						
	Cleaning Required						
	Trash Cans						
	Test all faucets						
	Doors						
	Test Towel Dispenser						
	Any missing Dispensers						
	Needed Repairs						
	Not Listed						
Cashier Specific							
	POS Operational						
	Stool if used						
	Trash Can						
	Specialty Items						
	Ceilings						
	Walls						
	Needed Repairs						
	Not Listed						
Bar Specific							
	Ice Machine working properly						
	Check Dates to Change Water Filters						
	Bar Stock Locked						
	Leaks						
	Smells						
	Check Faucets and Drains						
	Needed Repairs						
	Not Listed						
Kitchen Specific							
	All Refrigeration Temperatures Acceptable (Start Temp Log)						
	Hood Fans Operating						
	Ice Machines Working Properly						
	Check Dates to Change Water Filters						
	Faucets and Drains						
	Check all Grills, Ovens and Fryers for operational status						
	Leaks						
	Evidence of Rodents or Cockroaches						
	Needed Repairs not listed						

	Dish Room Specific						
		Fill Dishwasher					
		Leaks					
		Acceptable Wash and Rinse Temperature					
		Evidence of Rodents or Cockroaches					
		Check sprayer and Drains					
		Three Compartment Sink Faucet and Drains					
		Ceiling					
		Walls					
		Needed Repairs not listed					
	Food Storage and Supplies						
		Area Locked					
		Evidence of Rodents or Cockroaches					
		Walls					
		Ceiling					
		Water Leaks					
		Smells					
		Needed Repairs not Listed					