

## F&B Management Handbook

DAILY OPENING CHECKLIST			
<b>Date:</b> 6/15/YR		<b>Initials:</b> RC	
Item	Yes	No	Action/Comment
Parking areas are clean and tidy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dumpster areas are clean/tidy, odor free, and covered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exterior walls/windows are clean and in good repair.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Entry ways/lobbies are clean.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Glass door not clean. Do before opening.
Rest rooms are clean and stocked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dining/Service area floors, windows, and fixtures are clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tables, chairs, and booths are clean and in good repair.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tear in 1st booth. Repair today.
Kitchen floors, walls, and tables are clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is clean and working properly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Slicer plug broken. Replace.
Refrigerator/Freezer temperatures are in safe zones (record temperature).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	#1 - 39°F, #2 - 38°F, #3 -5°F
Contents of refrigerators/freezers are not outdated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Date on sour cream runs out today. Arrange for pickup.
Service areas are clean and stocked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All lights are working correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bulb out in entry. Replace today.
Circuit breakers on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alarms off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Security lights off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	