

## Food and Beverage Reopening Guidance Checklist

### Pre-Opening Check List

Managers / Supervisors

Action	Action	Team Member Assigned	Complete Date	Pending / Reason	Mgr/Sup Approval	Notes
By Manager / Supervisor						
	Contact Preventive Medicine of your intention to reopen and follow their requirements / Instructions					
	Contact HR for instructions on how to activate staff to return to work					
	Contact supervisor with projected opening date					
	Arrange with accounting to re-issue banks if required					
	Conduct a full inventory of food, beverage, disposables and chemicals					
	Document and discard all products that is not suitable for service. Present this documentation to your supervisor for possible credit					
	Contact marketing for promoting the upcoming reopening prior to the date being set. Then reengage after a hard opening date is set.					

	Put your first food order on paper					
	Contact your purveyors to let them know of your intention to reopen and confirm if there is an adjustment in your delivery schedule					
	Contact your beverage distributor or designated company to clean your beer lines. Also, check your kegs for freshness before opening.					
	Other task specific to your facility					
<b>Food and Supplies</b>						
	<b><u>Plan your food order to arrive after all the cleaning and sanitizing is complete.</u></b>					
<b>Schedule Cleaning &amp; Sanitizing</b>						
	Place and receive a order of cleaning supplies and PPE if needed					
	Schedule Staff for the cleaning day and make detailed expectations for each area of the facility.					
	Other as specific to your facility					
<b>Kitchen Cleaning List</b>	(Make Staff Assignments)					
	Pull all equipment out from the wall, clean the wall behind, the back of the equipment and the floor					
	Fryers- degrease inside and outside					
	Grill- degrease side, back and underneath					
	Refrigerators- clean and sanitize. brush off compressor coils					
	Hoods- clean inside, outside and filters					

	Walk-in- clean and sanitize walls, ceiling, floor and shelving					
	Sinks- clean inside and underneath					
	Dishwasher- de-lime and clean the outside and underneath.					
	Tables- top, legs and underneath					
	Countertops- clean and sanitize					
	All Utensils - run through the dishwasher or clean and sanitize in the three compartment sink.					
	Storage area floor and shelving					
	Other area specific to your facility					
	Other duties not listed					
Bathrooms						
	Check towels					
	Clean all doors					
	Clean toilets					
	Clean urinals					
	Clean walls					
	Clean floors					
	Stock all paper goods					
	Other as needed					
	Other duties not listed					
2-3 Days Before Opening						
	<b>Have your food order arrive and leave yourself some time if the order is not complete</b>					
Day Before Opening						
	Schedule staff to restock and prep for the opening day.					
	Food					
	Beverage including bar					
	Other tasks specific to your facility					