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 distributer or designated company to clean your beet lines. Also, check your kegs for freshness before opening. Other task specific to your facility Food and Supplies Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List Pul 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	1	[a. 6.6.]			
know of your intention to reopen and confirm if there is an adjustment in your delivery schedule Contact your beverage distributer or designated company to clean your beer lines. Also, check your kegs for freshness before opening. Other task specific to your facility Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List Kitchen Cleaning List 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		Put your first food order on paper			
confirm if there is an adjustment in your delivery schedule Contact your beverage distributer or designated company to clean your beer lines. Also, check your kegs for freshness before opening. Other task specific to your facility Food and Supplies Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List (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					
your delivery schedule Contact your beverage distributer or designated company to clean your beer lines. Also, check your kegs for freshness before opening. Other task specific to your facility Food and Supplies Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 (Make Staff Assignments) (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					
Contact your beverage distributer or designated company to clean your beer lines. Also, check your kegs for freshness before opening. Other task specific to your facility Food and Supplies Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List 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		=			
designated company to clean your beer lines. Also, check your kegs for freshness before opening. Other task specific to your facility Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List 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		your delivery schedule			
designated company to clean your beer lines. Also, check your kegs for freshness before opening. Other task specific to your facility Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List 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		Contact your beverage distributer or			
lines. Also, check your kegs for freshness before opening. Other task specific to your facility Food and Supplies Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List Wake Staff Assignments) Pull all equipment out from the wall, clean the wall beind, 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					
freshness before opening. Other task specific to your facility Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List 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					
Other task specific to your facility Food and Supplies Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List Will 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					
Plan your food order to arrive after all the cleaning and sanitizing is complete.		· -			
Plan your food order to arrive after all the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 (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	Food and	, and the same of the same of			
the cleaning and sanitizing is complete. Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List Wake 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	Supplies				
Schedule Cleaning & Sanitizing 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 Kitchen Cleaning List Wake 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		Plan your food order to arrive after all			
Schedule Cleaning & Sanitizing 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 (Make Staff Assignments) (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		the cleaning and sanitizing is			
Cleaning & Sanitizing 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 (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		complete.	 		
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 Kitchen Cleaning List 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	Schedule				
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 (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	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 (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	_				
Schedule Staff for the cleaning day and make detailed expectations for each area of the facility. Other as specific to your facility (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		Place and receive a order of cleaning	 		
make detailed expectations for each area of the facility. Other as specific to your facility Kitchen Cleaning List 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		supplies and PPE if needed	 		
area of the facility. Other as specific to your facility Kitchen Cleaning List 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		Schedule Staff for the cleaning day and	 		
Other as specific to your facility Kitchen Cleaning List 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		make detailed expectations for each			
Kitchen Cleaning List 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		area of the facility.			
Cleaning List 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		Other as specific to your facility			
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		(Make Staff Assignments)			
equipment and the floor Fryers- degrease inside and outside Grill- degrease side, back and underneath Refrigerators- clean and sanitize. brush off compressor coils		Pull all equipment out from the wall,			
Fryers- degrease inside and outside Grill- degrease side, back and underneath Refrigerators- clean and sanitize. brush off compressor coils		clean the wall behind, the back of the			
Grill- degrease side, back and underneath Refrigerators- clean and sanitize. brush off compressor coils		equipment and the floor			
underneath Refrigerators- clean and sanitize. brush off compressor coils		Fryers- degrease inside and outside			
off compressor coils		_			
Hoods- clean inside, outside and filters		_			
		Hoods- clean inside, outside and filters			

	Walk-in- clean and sanitize walls,			
	celling, 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				
	Have your food order arrive and leave			
	yourself some time if the order is not			
	complete			
Day Before				
Opening				
	Schedule staff to restock and prep for	 	 	
	the opening day.	 	 	
	Food			
	Beverage including bar			
	Other tasks specific to your facility			