

FREE OPERATIONAL TEMPLATE

Restaurant Opening Checklist

Use this 60-point checklist to verify safe, stocked, staffed, operational, and customer-ready restaurant openings with accountable approval.

Restaurant / location

Opening date

Scheduled opening

Opening manager

1. Opening access, exterior, safety, and utilities

1 Record staff arrival and the opening access time.

TIME + USER

SCHEDULED

--:--

COMPLETED

--:--

COMPLETED BY

Name



Execution tip: Schedule this check before opening. Capture the employee, planned time, actual time, and any late-start reason.

2 Confirm the alarm is disarmed and the security opening log is completed.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Restrict alarm and access checks to authorized roles. Record any lock, alarm, key, or access exception.

3 Inspect the parking area, entrance, delivery route, and waste access for hazards or obstructions.

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Check slips, broken glass, blocked access, pest activity, waste overflow, and unsafe delivery conditions.

4 Verify external doors, shutters, locks, emergency exits, and escape routes are operational and clear.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Treat blocked exits, damaged locks, or failed shutters as opening blockers with an owner and due time.

5 Check exterior signage, menu boards, opening hours, brand displays, and lighting.

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Verify cleanliness, visibility, current pricing, promotional accuracy, damage, and correct opening information.

6 Confirm electricity, water, gas, refrigeration power, and other required utilities are available with no leak, odor, or fault.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Escalate gas odor, water leaks, electrical faults, or failed critical utilities immediately and prevent opening until cleared.

2. Front-of-house, dining area, washrooms, and guest readiness

- 7 Confirm entrance glass, doors, handles, host stand, waiting area, and customer routes are clean and presentation-ready.

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Observe marks, dust, fingerprints, clutter, damage, accessibility, and any obstacle affecting the first guest impression.

- 8 Inspect tables, chairs, booths, highchairs, counters, and customer fixtures for cleanliness, stability, damage, and approved layout.

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Use reference images where useful. Record damaged or unstable furniture separately and remove unsafe items from service.

- 9 Verify menus, QR codes, condiment holders, service stations, and guest supplies are current, clean, stocked, and ready.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Check menu version, QR function, holder cleanliness, replenishment, and removal of expired promotional material.

- 10 Set lighting, music, air conditioning, scent, and guest-area temperature to the approved opening standard.

NUMERIC READING

CONTROL

Enter

TARGET

Enter

ACTUAL

Enter



Execution tip: Record the actual guest-area temperature where relevant and create a maintenance action if comfort systems fail.

- 11 Confirm customer-facing prices, promotions, opening hours, allergens, and digital displays are accurate.

CRITICAL

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Compare displayed information with approved campaigns, menu files, POS setup, and local information requirements.

- 12 Verify guest washrooms and baby-care facilities are clean, stocked, odor-free, accessible, and recorded as checked.

CRITICAL

SCORED + TIME

Compliant

Partial

Non-compliant

COMPLETED AT __:__



Execution tip: Cover toilets, sinks, soap, tissue, hand drying, bins, mirrors, floor safety, odor, privacy, and accessibility.

3. Staffing, grooming, training, and pre-shift briefing

- 13 Verify the opening staffing plan covers forecast demand, reservations, events, required skills, breaks, and manager supervision.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Record absences, late arrivals, skill gaps, replacement plans, and any station that cannot operate safely or normally.

- 14 Confirm opening employees are in approved uniform, name badge, footwear, grooming, hair restraint, and task-specific PPE.

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Use objective role-based standards and address hygiene or safety exceptions before employees enter service areas.

- 15 Confirm employees are fit for work and illness reporting, exclusion, return-to-work, and contamination controls are followed.

CRITICAL

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Require employees to follow the approved illness process. Escalate symptoms or exposure that can affect food or workplace safety.

- 16 Assign opening stations, department ownership, relief coverage, breaks, and escalation contacts.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Make each area visible to the person who owns it and avoid relying on one general team confirmation.

- 17 Complete the pre-shift briefing on reservations, menu changes, unavailable items, allergens, promotions, service targets, and safety risks.

CRITICAL

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Capture the briefing leader, attendance, key exceptions, and instructions that must remain visible during the shift.

- 18 Verify required training, certifications, role permissions, equipment competence, and emergency responsibilities are current.

RECORD GRID

Record	Status	Owner	Evidence	Action
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Execution tip: Record employee, role, required competency, current status, expiry where relevant, and action for any gap.

4. Kitchen hygiene, sanitation, handwashing, pest, and waste controls

- 19 Confirm food-contact counters, preparation tables, sinks, utensils, and critical kitchen surfaces are cleaned and sanitized.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Any failed food-contact surface should create an immediate corrective action before preparation begins.

- 20 Verify every handwash station has running water, soap, drying supplies, clear access, and no stored utensils.

CRITICAL

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Check each station individually, including temporary, back-of-house, bar, bakery, and service-area handwashing points.

- 21 Record the opening sanitizer concentration, rinse temperature, or approved sanitation control reading.

CRITICAL

NUMERIC READING

CONTROL

Enter

TARGET

Enter

ACTUAL

Enter



Execution tip: Capture target, actual value, unit, time, device or test strip, initials, and recheck after correction.

- 22 Confirm cleaning chemicals are labelled, diluted correctly, securely stored, and separated from food and packaging.

CRITICAL

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details



Execution tip: Verify labels, safety information, dilution tools, container condition, storage location, and employee access.

- 23 Inspect kitchen floors, drains, wall edges, bins, grease points, and waste holding areas for cleanliness and pest attraction.

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Look for grease, standing water, odor, blocked drains, uncovered waste, residue, and hard-to-reach buildup.

- 24 Complete the opening pest activity check and log any evidence, device issue, entry point, or affected area.

CRITICAL

CORRECTIVE ACTION GRID

Issue / area	Impact	Owner	Due	Proof
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Execution tip: Record the exact area, evidence type, immediate containment, product impact, owner, pest-control contact, and due time.

5. Food safety, temperatures, labels, allergens, and holding controls

25 Record the opening temperature of every selected refrigerator, chilled display, or cold room.

CRITICAL

NUMERIC GRID

Unit	Target	Actual	Time	Initials



Execution tip: Capture unit, approved target, actual reading, time, initials, alarm condition, and action for any deviation.

26 Record the opening temperature of every selected freezer or frozen storage unit.

CRITICAL

NUMERIC GRID

Unit	Target	Actual	Time	Initials



Execution tip: Include frost, door seal, stock condition, alarm history, and any product exposure requiring assessment.

27 Verify hot-holding units, soup wells, heated displays, and other required holding equipment are preheated and ready.

CRITICAL

READING + TIME

CONTROL	Enter	TARGET	Enter	ACTUAL	Enter	TIME	Enter
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Execution tip: Record equipment, target, actual reading, time, and corrective action after the unit stabilizes.

28 Confirm the dishwasher, rinse temperature, or warewashing sanitizer check is completed and within the approved control.

CRITICAL

NUMERIC READING

CONTROL	Enter	TARGET	Enter	ACTUAL	Enter
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Execution tip: Record the site control, target, actual reading, recheck result, and whether utensils were held from use.

29 Verify prepared food and ingredients are labelled, date-coded, within shelf life, rotated, and stored correctly.

CRITICAL

SCORED + PHOTO

Compliant
Partial
Non-compliant
Add live photo



Execution tip: Check item name, batch, preparation or opening time, use-by information, allergen identity, and FIFO or FEFO placement.

30 Confirm allergen ingredients, utensils, storage, preparation areas, cleaning controls, and current information are ready for service.

CRITICAL

MULTI-SELECT

READY	CHECKED	AVAILABLE	CONFIRMED
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Execution tip: Cover segregation, labels, dedicated or controlled tools, clean areas, recipe information, and the approved customer response process.

6. Equipment, refrigeration, ventilation, plumbing, and emergency readiness

- 31 Verify ovens, grills, fryers, ranges, salamanders, and other cooking equipment are clean, powered, safe, and ready.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Check each equipment group separately for power, preheat, guards, controls, cleanliness, noise, odor, and visible damage.

- 32 Confirm refrigerators, freezers, ice machines, cold-room alarms, doors, seals, and drainage are operating normally.

CRITICAL

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details



Execution tip: Link any failed unit, alarm, leak, frost, seal, or drainage issue to an urgent maintenance and food-protection action.

- 33 Verify coffee machines, beverage dispensers, water filters, ice service, and customer-facing equipment pass startup checks.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Confirm cleaning cycle, water connection, ingredients, cups, calibration, temperature, and test output for each relevant unit.

- 34 Confirm extraction, ventilation, air conditioning, make-up air, and kitchen heat controls are functioning.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Escalate airflow failure, excessive heat, smoke, odor, unusual noise, or a hood condition that affects safety or production.

- 35 Verify hot water, sinks, drains, grease controls, water pressure, and plumbing operate without leaks or blockage.

CRITICAL

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Require a photo and maintenance owner for failed water supply, hot water, drainage, sink, grease, or leak controls.

- 36 Check fire extinguishers, suppression systems, first-aid supplies, PPE, emergency information, and shutdown controls are accessible.

CRITICAL

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Verify presence, access, inspection status, seals, expiry, location, and employee awareness before opening.

7. Inventory, preparation, packaging, deliveries, and menu availability

37 Confirm critical ingredients and opening preparation quantities are ready for the forecast service period.

SCORED + COMMENT

Compliant

Partial

Non-compliant

N/A

COMMENT

Add exception details



Execution tip: Record incomplete preparation, affected menu items, recovery plan, owner, and expected completion time.

38 Record stock shortages and any item below the approved minimum or par level.

DYNAMIC STOCK GRID

Item	Minimum	Actual	Action	Owner



Execution tip: Capture item, unit, minimum, actual quantity, action, supplier or transfer route, owner, and due time.

39 Verify packaging, takeaway supplies, serveware, napkins, labels, hygiene items, and cleaning consumables are available.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Use a location-specific item list for dine-in, takeaway, delivery, food safety, hygiene, and cleaning requirements.

40 Confirm condiments, beverages, garnishes, sauces, bakery items, and self-service points are prepared and replenished.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Check quantity, cleanliness, labelling, shelf life, temperature where applicable, and correct placement.

41 Verify opening deliveries are checked, temperature-controlled where required, accepted or rejected, and stored correctly.

CRITICAL

DELIVERY LOG

Supplier	Time	Condition / temp	Decision	Stored



Execution tip: Capture supplier, time, quantity, packaging condition, temperature, rejection reason, and storage completion.

42 Document unavailable items, substitutions, limited stock, expected return, and the teams or channels informed.

TEXT + AUDIENCE

UNAVAILABLE ITEM

Item

EXPECTED RETURN

Time / date

TEAMS INFORMED

Audience



Execution tip: Update service teams, POS, digital menus, delivery platforms, reservations, and approved substitutes before opening.

8. POS, cash, payment, ordering, and delivery-channel readiness

- 43 Verify POS terminals, kitchen displays, receipt printers, order-routing systems, and network connections are online.

CRITICAL

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Test a sample order through the full route and create an urgent action when service cannot proceed normally.

- 44 Confirm a sample dine-in, takeaway, or delivery order reaches the correct production station and prints or displays accurately.

CRITICAL

ORDER ROUTE TEST

Channel	Order	Expected route	Actual	Result
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Execution tip: Record channel, order number, expected station, actual route, receipt result, and any failed device or configuration.

- 45 Verify menu items, modifiers, prices, taxes, promotions, allergen information, and availability match across all channels.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Compare POS, website, kiosk, QR, apps, and delivery partners against the approved menu and opening availability.

- 46 Count and verify opening cash floats, tills, change funds, safe access, and manager approval.

CRITICAL

COUNT + SIGN-OFF

EXPECTED

Amount

ACTUAL

Amount

VARIANCE

Amount

MANAGER

Sign



Execution tip: Record expected and actual amount, variance, denominations where required, preparer, verifier, and safe custody.

- 47 Confirm payment terminals, cash drawers, user access, passwords, loyalty, vouchers, gift cards, and settlement connections are ready.

CRITICAL

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Test only approved functions and protect customer, payment, and employee access information during the check.

- 48 Verify delivery platforms, pickup zones, rider instructions, packaging stations, dispatch supplies, and handoff controls are ready.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Check opening status, menu availability, pickup signage, staging space, tamper seals, labels, and rider access.

9. Reservations, service stations, communication, and opening issue control

- 49 Review reservations, waitlist, seating plan, accessibility needs, special occasions, large parties, and expected arrival patterns.

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Confirm current bookings, table holds, special requests, notes, and the person responsible for each exception.

- 50 Verify host, table-service, beverage, takeaway, delivery, cashier, and customer-support stations are fully ready.

SCORED + PHOTO

Compliant

Partial

Non-compliant

Add live photo



Execution tip: Inspect tools, supplies, cleanliness, system access, reference materials, and opening presentation by station.

- 51 Communicate forecast peaks, events, large orders, expected deliveries, promotions, and shift priorities to area owners.

RECORD GRID

Record	Status	Owner	Evidence	Action
--------	--------	-------	----------	--------



Execution tip: Record topic, affected time or area, responsible owner, support needed, and acknowledgment.

- 52 Log every equipment fault, stock gap, staffing issue, safety concern, or service restriction found during opening.

CRITICAL

CORRECTIVE ACTION GRID

Issue / area	Impact	Owner	Due	Proof
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Execution tip: Capture the area, issue, impact, immediate containment, priority, owner, due time, and required proof.

- 53 Assign every opening blocker to a named owner with escalation, service decision, and verification requirement.

CRITICAL

CORRECTIVE ACTION GRID

Issue / area	Impact	Owner	Due	Proof
--------------	--------	-------	-----	-------



Execution tip: Do not leave a blocker as a comment only. Require accountability, deadline, temporary control, and closure evidence.

- 54 Complete a final area-owner walk-through and confirm kitchen, dining, service, cash, delivery, and safety readiness.

AREA SIGN-OFF

Area	Owner	Status	Exception	Sign
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Execution tip: Require each department owner to confirm their area and disclose any remaining limitation before manager approval.

10. Final opening decision, corrective actions, trends, and management sign-off

55 Confirm all critical failures have been rechecked, closed, or placed under an approved temporary control.

CRITICAL

SCORED RESPONSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Review food, safety, security, utility, equipment, staffing, cash, and system blockers before final approval.

56 Compare the scheduled opening time with the actual time the restaurant became ready.

TIME COMPARISON

SCHEDULED

:

READY AT

:

VARIANCE

Minutes



Execution tip: Record variance and the primary cause when readiness falls outside the approved opening window.

57 Record unresolved noncritical actions, service limitations, owners, due times, escalation routes, and customer impact.

CORRECTIVE ACTION GRID

Issue / area	Impact	Owner	Due	Proof
--------------	--------	-------	-----	-------



Execution tip: Keep open actions visible after opening and define what evidence is required for closure.

58 Communicate the final opening status, unavailable items, operating restrictions, and open risks to affected teams.

MULTI-SELECT

READY

CHECKED

AVAILABLE

CONFIRMED



Execution tip: Share the approved message with store teams, area support, maintenance, delivery, and head office where relevant.

59 Record opening manager approval, final status, date, time, signature, and review of unresolved actions.

CRITICAL

SIGNATURE + STATUS

Ready to open

Open with actions

Do not open

MANAGER SIGNATURE

Sign here



Execution tip: Only authorized roles should approve Ready to open, Open with actions, or Do not open.

60 Review repeated late-opening causes, recurring failures, overdue actions, and prevention opportunities.

TREND REVIEW GRID

Repeat issue	Cause	Prevention	Owner	Review
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Execution tip: Use trends to improve schedules, staffing, preventive maintenance, par levels, training, and escalation rules.

RUN THIS CHECKLIST DIGITALLY

Open every restaurant with verified readiness and accountable approval

Schedule opening routines, capture readings and live evidence, escalate blockers, assign actions, approve readiness, and compare on-time opening performance across every location.

Try the Restaurant Opening Checklist in Taqtics

Assignments

Geo-fencing

Live photos

Time windows

Corrective actions

Dashboards