



## **Re-Opening Checklist**

### **Front of the House**

#### **Bar/Beverage Service**

- Inventory Liquor, place order
- Check and replace pour spouts as needed
- Dust all bottles and shelves
- Clean and sanitize bar ice bins, refill bins
- Backwash espresso machine, check filter date and replace if needed
- Run plain water through coffee and tea machines, check filters and replace as needed
- Clean, sanitize and re-start frozen beverage machines per manufacturer's instructions
- Restock Espresso and coffee beans, filters
- Wipe down all under-bar units, inside and out, and restock as needed
- Inventory and clean all glassware, cups and saucers
- Clean bar caddies and restock with napkins, stirrers, straws
- Clean and sanitize all soda and beer lines, pour several servings to clear lines
- Clean and fill fruit caddies
- Wash bar service mats
- Investigate lever or sensor operated ice & beverage dispensing

#### **Dining Room/Bar/Patio**

- Arrange dining room and patio tables and bar seating to accommodate social distancing requirements
- Wipe down and sanitize tabletops, seating and bar tops – de-gum as needed
- Use vinyl treatment on any areas prone to cracking or wear
- Clean table bases and level tables as needed
- Clean and sanitize mats and carpeting
- Clean and sanitize hi-chairs and booster seats
- Clean trays and tray jacks
- Clean and refill salt and pepper shakers, sugar caddies, all tabletop condiment items
- Clean bus tubs
- Add Hand Sanitizer Station to entryway of restaurant
- Wash and sanitize all placemats

- Sanitize vinyl menus and menu holders
- Print new menus if applicable
- Clean and/or dust windows and window sills, plants, décor items, light fixtures
- Inventory and wash all china, flatware, serving pieces – reorder as needed
- Dust and refill candle holders/votive lights
- Clean and sanitize server station, stock with glassware, water pitchers, all items as needed
- Power-wash patio and outdoor furniture, sanitize tabletops
- Check umbrellas for wear, replace as needed
- Clean and sanitize outdoor service stations

### **Take-Out and Delivery**

- Inventory and order take-out containers, bags, tamper-proof labels, growlers, cups
- Investigate purchase of hot holding cabinets as takeaway business increases
- Set up to-go procedures for deliveries and pick-ups

### **Back of the House**

#### **Refrigeration/Freezers/Walk-Ins**

- Empty ice machines, clean bins, run sanitizing cycle as directed by manufacturer
- Replace ice machine in-line filters, check water lines
- Wipe down exterior and tops of ice machines/bins
- Power wash walk-in floors, clean mats, shelves, bins
- Check gaskets on doors of all refrigeration and freezer units, clean or replace as needed
- Check to ensure working thermometers are in each refrigeration unit
- Clean condensers, replace filters if applicable
- Check all foods in freezers, walk-ins and discard as indicated
- Wipe down and sanitize all sandwich/prep units including cutting boards

#### **Hot Line**

- Initiate start-ups and/or performance checks on gas equipment per manufacturer's instructions
- Replace fryer oil. Inventory & restock fryer filter pads and media
- Clean and sanitize broilers, griddles, ovens and other cooking equipment
- Clean, sanitize and clear toasters, warmer drawers and conveyor ovens of crumbs
- Clean and check for proper operation of hoods, filters, ductwork, fans, belts and fire suppression systems

- Clean and/or replace hood filters as needed
- Check pilots and burners for proper operation. Adjust if necessary
- Calibrate ovens
- Inspect, repair or replace electric cords and plugs
- Get quotes for equipment that may need to be replaced

## **Prep and Storage**

- Clean and sanitize all worktables, under-shelves, utensil racks and serving lines
- Slicer - fully clean, sharpen blade, oil maintenance points
- Inventory, clean, sanitize and restock utensils, cutting boards, knives, mixers, blenders, food storage containers, Day Dots, bags
- Inventory miscellaneous replacement parts for equipment, food processor blades, blender containers, can opener gears and blades – re-order as needed
- Inspect, clean and sanitize can openers. Replace knife and gear if necessary
- Inspect, clean and sanitize portion control scales. Check for accuracy and re-calibrate if necessary
- Inventory, inspect and discard as needed dry storage products. Wipe down and/or replace/refill storage containers.
- Clean and sanitize shelving units and ingredient bins.
- Inventory all food items and place orders with suppliers. Take into consideration any new menu items/changes.**

## **Dish Pit, Maintenance and Janitorial**

- Make sure grease traps, floor drains are operational (add water)
- Confirm dish machine functioning/heating to temp
- Inventory and restock janitorial supplies, fresh mop heads, green pads, trash bags, brooms, TP, paper towels, cleaners and sanitizers
- Clean and sanitize mop sinks and mop buckets
- Clean and sanitize restrooms
- Consider additional or mobile handwashing sinks sanitizing stations, touchless dispensers and a designated disinfectant policy
- Dust, clean and or replace stained ceiling tiles throughout the facility
- Add additional hand sanitizing stations at exit/entry points
- Power wash kitchen mats

## **Facilities, Financial and Cash Management**

- Bring POS systems up to date to reflect menu and/or pricing changes
- Replenish cash drawers
- Confirm credit card system is online
- Check fire extinguishers, smoke detectors
- Check Exit signs
- Check emergency lighting
- Consider plexiglass barriers for all hostess and cash stations
- Check status and schedule maintenance services, chemical contracts, pest and vermin control
- Test HVAC systems, replace filters
- Inspect exterior of property. Clean up and freshen landscaping. Check outdoor signage for proper operation. Clean parking areas. Contact landlord with any issues.

## **Management – Training, Staffing, Safety and Promotion**

- Inventory first aid kits and worker PPE supplies. Train staff in PPE procedures.
- Hold “refresh” training for servers, bartenders
- New Menu item training for kitchen and front staff members
- Upgrade Hand sinks with hands-free hardware. Increase quantity of hand sinks.
- Staff training on new Table service guidelines, “sick days” policy.
- Contact and reactivate all utility services well in advance of re-opening
- Check with local authority for possible reinspection by Health, Fire or Liquor Control departments.
- Review and adjust budgets and projections for the new normal in 6, 12 and 18 months out.
- Review and adjust staffing. Train staff for the new safety conscious consumer.
- Consider a hiring event to recruit new staff.
- Update website to announce re-opening, any menu or specials changes and feature new cleaning standards implemented.
- Update Open Table status.
- Create and send e-mail blast announcing reopening
- Create and market new menu and bar specials
- Use social media to promote re-opening

