|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Environment Areas** | Mon. | Tue. | Wed. | Thur. | Fri. | Sat | Sun. |
| **Front Desk / Counter Area** |  |  |  |  |  |  |  |
| Opening / Clean up the area |  |  |  |  |  |  |  |
| Power on / Gadgets and Appliances check |  |  |  |  |  |  |  |
| Power system / phone / Pos Machines/ terminals |  |  |  |  |  |  |  |
| TVs / Music powered / ACs on |  |  |  |  |  |  |  |
| Arrange invoice / tickets / Dockets |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Outside** |  |  |  |  |  |  |  |
| Free of debris and dirt |  |  |  |  |  |  |  |
| Side works /car park clean |  |  |  |  |  |  |  |
| Tables, chairs, patio clean |  |  |  |  |  |  |  |
| Empty waste bags and trash bins clean |  |  |  |  |  |  |  |
| Lights and décor check |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Inside** |  |  |  |  |  |  |  |
| Floor swept and moped |  |  |  |  |  |  |  |
| Windows no finger prints, clean glass |  |  |  |  |  |  |  |
| Display area / show glass clean |  |  |  |  |  |  |  |
| Décor good, lights working |  |  |  |  |  |  |  |
| Dispose waste bags and trash bins clean |  |  |  |  |  |  |  |
| Floor and Carpet clean |  |  |  |  |  |  |  |
| Tables and chairs wiped clean - arranged |  |  |  |  |  |  |  |
| Windows and Ledges clean |  |  |  |  |  |  |  |
| Wall dusted off |  |  |  |  |  |  |  |
| Pos system, TVs, sound system, ACs, fans working |  |  |  |  |  |  |  |
| Silver wears, dishes, cups, straws - stocked |  |  |  |  |  |  |  |
| Serviettes, napkins, coasters – in place |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Restroom** |  |  |  |  |  |  |  |
| Floor swept and mopped - dry |  |  |  |  |  |  |  |
| Sink/Vanity washed, sterilized - clean |  |  |  |  |  |  |  |
| Mirrors no stains - clean |  |  |  |  |  |  |  |
| Trash emptied and clean |  |  |  |  |  |  |  |
| Toilets / urinals –clean and sterilized |  |  |  |  |  |  |  |
| Tissue paper, hand wash/sterilizer in place |  |  |  |  |  |  |  |
| Order killers/spray in place |  |  |  |  |  |  |  |
| Walls clean |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Kitchen / Bar** |  |  |  |  |  |  |  |
| Dishes/cups, wears washed and arranged |  |  |  |  |  |  |  |
| Floor moped and sterilized |  |  |  |  |  |  |  |
| Utensils and cookers clean |  |  |  |  |  |  |  |
| Prepping / Grilling / Pre Cooking |  |  |  |  |  |  |  |
| Quality Tasting |  |  |  |  |  |  |  |
| Bar tools and areas clean and dry  **Front Desk** |  |  |  |  |  |  |  |
| Clean up / turn on System / phones on |  |  |  |  |  |  |  |
| Check mails and respond customers comments |  |  |  |  |  |  |  |
| Appreciate Customers on Social media /sms / email |  |  |  |  |  |  |  |
| Input on system new customers contact / details |  |  |  |  |  |  |  |
| Stay happy and wait for orders / receive guests |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Store / Inventory** |  |  |  |  |  |  |  |
| Run inventory on closing / opening stock |  |  |  |  |  |  |  |
| Ensure availability of requisitions / make new requisitions |  |  |  |  |  |  |  |
| Issue kitchen / Bar items the items they are low on or out of. |  |  |  |  |  |  |  |

[www.businessfeverng.com/restauarntopening environment checklist -2018](http://www.businessfeverng.com/restauarntopening%20environment%20checklist%20-2018)

Checklist for restaurant managers and supervisors – in monitoring restaurant cleanliness on daily opening