

Daily Opening Operations Checklist

Hospitality

EQUIPMENT CHECK LIST

RO is in working condition and unit is having enough water for the day.

Yes

No

RO is in working condition and unit is having enough water for the day. (1)

Yes

No

Sufficient LPG available for the day.

Yes

No

Weighing scale is working and calibration done in the morning.

Yes

No

Microwave is in working condition & cleaned properly.

Yes

No

All ovens are in working condition with proper temperature.

Yes

No

All Refrigeration are in working conditions with proper temperature.

Yes

No

All Biometric/Wifi/System/Printer/UPS/Tab/Mobile are working

LIVE SESSION STATUS

All online platforms, self delivery are live and pic shared in the group.

PEOPLE CHECKLIST

All staffs reported as per duty roster deployment plan.

Duty roster deployment sheet shared in the group.

All reported staffs punched in biometric for the shift.

All staffs washed their hands before start working in the station.

All staffs are wearing uniform, shoes, grooming and wearing cap.

PRODUCTION AND KITCHEN READY FOR BUSINESS

FIFO/MRD /Shelf Life checked for all items and shared in the group

All chillers cleaned, stocks arranged and pictures shared in the group

Yes

No

OOS Checked and shared in the group

Yes

No

Rice is ready for lunch session and removed from the refrigerator.

Yes

No

Thaw items checked, chicken is washed and kept for back up.

Yes

No

Marinated chicken, C+B Masala, Back up Curd Masala is ready for the day

Yes

No

All productions are done and kept PRP for the lunch session.

Yes

No

Salan/Raita/Pan/Desert/Beverages PRP done for the day.

Yes

No

Clear cache and clear data done & shared pic in the group

Yes

No

Dispatch table is prepared & ready for operation.

Yes

No

Unit is cleaned & ready for operation.

Yes

No

Delivery bags are cleaned.

Yes

No

Bulk Toggle out & in done for stocks in satellite.

Yes

No

All online platforms, self delivery are live and pic shared in the group.

Yes

No

OPD Chart is updated and shared pic in the group.

Yes

No

Customer ratings on Swiggy, Zomato for the previous day are shared in the group

Yes

No