

# Restaurant Manager Opening Checklist

## Food & Hospitality

### CORRAL

Is it clean?

☐ Yes☐ No☐ Na

Is it clutter free?

☐ Yes☐ No☐ Na

### LOT

Is at least 1/3 of the lot cleared on a daily basis?

☐ Yes☐ No☐ Na

Is the Dt lane cleared daily?

☐ Yes☐ No☐ Na

Are the curbs swept clean?

☐ Yes☐ No☐ Na

Has the lot been picked up?

☐ Yes☐ No☐ Na

Are the sidewalks clean and clean?

☐ Yes☐ No☐ Na

Is the menu swiped clean?

Yes

No

Na

Is the COD wiped clean?

Yes

No

Na

## MISCELLANEOUS

Has the pull stock been cleaned?

Yes

No

Na

Is the trash taken care of?

Yes

No

Na

Auditor:

Signature:

SIGNATURE

Day and Date:

## RESTAURANT CLEANLINESS AND MAINTENANCE

Was the exterior clean and well maintained?

Yes

No

NA

Were the glass windows smudge free and unbroken?

Yes

No

NA

Were the refrigerators, deep freezers and air coolers working properly?

Yes

No

NA

Was the AC temperature maintained at a comfortable level?

Yes

No

NA

Were any records maintained regarding the reservations for parties and functions?

Yes

No

NA

Was any documentation done to check the daily expenditures and prevent cash-out?

Yes

No

NA

Were register tapes present in all the imprinters of the restaurant?

Yes

No

NA

Were all the lights functioning properly?

Yes

No

NA

Was there a proper seating arrangement in the restaurant?

Yes

No

NA

Did you interact with the chef?

Yes

No

NA

Did you face any issues with regards to the staff, food and kitchen area?

Yes

No

NA

Was there an employee punch-in system in the restaurant?

Yes

No

NA

Was the manager's register updated completely?

Yes

No

NA

Was a proper record maintained for the food deliveries scheduled during the day?

Yes

No

NA

Were the floors cleaned at the opening and closing of the restaurant?

Yes

No

NA

Highlight the issues observed while conducting the inspection

textarea

## RESTROOMS

Have the floors been cleaned?

Yes

No

Na

Have the walls been cleaned?

Yes

No

Na

Have the vents been cleaned?

Yes

No

Na

Have the sinks been cleaned?

Yes

No

Na

Have the toilets been cleaned?

Yes

No

Na

## STOCKROOM

Have the floors been cleaned and wiped?

Yes

No

Na

Has the rotation been done?

Yes

No

Na

Has the trash been taken out?

Yes

No

Na

Are the boxtops clean?

Yes

No

Na

## VATS

Was the filter used for five minutes?

Yes

No

Na

Was the safety gear worn at all times?

Yes

No

Na

## WINDOWS

Are 1/3 windows cleaned everyday?

Yes

No

Na

Are the window spots cleaned?

Yes

No

Na

Have the mullions been cleaned?

Yes

No

Na