Restaurant Checklist Template

Date: _____

Manager on Duty: _____

Opening Checklist

Dining Area

Task Description	Completed	Notes
Turn on lights	[ ]	_____
Clean and set up tables	[ ]	_____
Place menus and condiments	[ ]	_____
Inspect floors and windows	[ ]	_____

Kitchen Area

Task Description	Completed	Notes
Turn on and check equipment	[ ]	_____
Stock and organize pantry	[ ]	_____
Prepare ingredients	[ ]	_____

| Verify food inventory | [ ] | _____ |

Restrooms

Task Description	Completed	Notes
Clean restrooms	[ ]	_____
Refill paper products	[ ]	_____
Check and restock soap	[ ]	_____

General Tasks

Task Description	Completed	Notes
Disarm security system	[ ]	_____
Set HVAC system	[ ]	_____
Review reservations	[ ]	_____

Manager Signature: _____

Date: _____