

Restaurant Opening and Closing Checklist PDF

Opening Checklist

Date: _____

Manager on Duty: _____

Task Description	Completed	Notes
Turn on all lights	[]	_____
Check HVAC system	[]	_____
Disarm security system	[]	_____
Inspect dining area	[]	_____
Clean and stock restrooms	[]	_____
Set up dining tables	[]	_____
Check and refill condiments	[]	_____
Turn on kitchen equipment	[]	_____

Additional Tasks:

Closing Checklist

Task Description	Completed	Notes
Turn off all lights	[]	_____
Check HVAC system	[]	_____
Arm security system	[]	_____
Clean dining area	[]	_____
Clean and stock restrooms	[]	_____
Remove and store table settings	[]	_____
Check and refill condiments	[]	_____
Turn off kitchen equipment	[]	_____

Additional Tasks:

Manager Signature: _____

Date: _____