

## Restaurant Pre-Opening Checklist

The Atlanta FoodService Market Intelligence Group - We KNOW the Restaurant Business!

**Projected Opening Date:** \_\_\_\_\_

Inspectors:	Name	Phone	Cell or e-mail
Health:			
Fire:			
Building:			
Electrical:			
Plumbing:			
Other:			

- 1) Prepare critical path for operations based on construction schedule.
- 2) Have standard credit sheet drafted for ease of setting up accounts.
- 3) Make contractors phone list for post opening emergencies.

Task	Order By:	In Place by:	Person Responsible
<b>Insurance Evaluation</b>	<b>Sutter, McClellan &amp; Gilbreath - Drew Gilbreath (678) 533-2260</b>		
Pre-Const, During Const, Ops			
Liquor Bond			
Liability			
Workman's comp			
<b>Solid waste/Dumpster/Compactor/Roll-off</b>			
<b>United Waste - Jeff Carlin 770-231-2863</b>			
<b>Used Oil Removal Container</b>	<b>Claudio Bauza FryerLink (678) 777-7952</b>		
<b>Cables &amp; Wiring</b>			
<b>iTelNetworks - Blair Brookins 404-313-9890</b>			
Music/Public Address			
Telephone Lines-Internal			
<b>POS &amp; Computer Lines</b>	<b>POS System Call Postec - Alan Wright 678-424-4000</b>		
<b>Accurex Engineered Restaurant Ventilation Systems (404) 538-8882</b>			
HVAC - Hoods - Exhaust Systems			
Handicap Regulations			
Ansel System Requirements			<b>Accurex (404) 538-8882</b>
Exits			
Emergency Lighting			
Panic Hdwr Requirements			
Fire Inspector Approval			
Sprinkler System Requirements			
Smoke Detectors/Smoke Eaters			
<b>Fire Extinguishers</b>			

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Task	Order By:	In Place by:	Person Responsible
<b>Evaluate Information Systems</b>			
Register w/ All Gov't Agencies			
Obtain Fed Tax ID Number			
Bank Reconciliations			
Payroll System			
<b>PrimePay - Jack Belmont (203) 314-2040</b>			
<b>Gas Service - New</b>			
<b>Gas South - Ruth Ollins 404-291-5494</b>			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
<b>Telephone Service- New</b>			
<b>iTelNetworks - Blair Brookins 404-313-9890</b>			
Custom Phone Numbers (Call Blair)			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
<b>Water Service - New</b>			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
<b>Sewer Service - New</b>			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			
<b>Set Up Grease Trap - Disposal Service</b>			
<b>Apex Environmental - John Asip 770-452-8600</b>			
<b>Set Up Fryer Oil Removal/Disposal Service</b>			
<b>Claudio Bauza FryerLink (678) 777-7952</b>			
<b>Electric Service- New</b>			
Procedures			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation			

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Task	Order By:	In Place by:	Person Responsible
<b>Banking</b>			
Selection of Bank			
Construction Account			
Operational Account			
Payroll Account	<b>PrimePay - Jack Belmont (203) 314-2040</b>		
Lines of Credit			
Deposit bags			
Credit Card Deposit Acc'ts			
Merchant Acct-AX, VISA/MC, Gift Cards, etc.			
<b>Vantage Card - Roger Purdy 404-451-3799</b>			
<b>Graphics Design</b>	<b>Speedpro Imaging (770) 840-4522</b>		
Logo			
Type/Font Style			
Colors			
Size			
Business Cards			
Menus	<b>The Menu Shop Joe Palladino (770) 714-7490</b>		
Identify and choose menu covers if used.			
Printed Gift Certificates			
Signs			
Stationary			
Letterhead			
<b>Signage and Banners</b>	<b>Speedpro Imaging (770) 840-4522</b>		
Coming soon			
Opening date			
Now hiring			
Menu Board			
No deliveries between...			
Hours of business			
Parking Lot			
Valet Sign	<b>Prestige Valet (404) 867-7275</b>		
Fire Marshall			
ADA			
Restrooms			
Open/Closed			
Smoking			
<b>Advertising Timetable</b>			
Find Yellow Pages Cut-Off Dates			
Evaluate Local Associations	<b>Georgia Restaurant Association (404-467-9000)</b>		
Flyers			
<b>MyCustomDay.com Andrea Busse (770) 866-5861</b>			

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Task	Order By:	In Place by:	Person Responsible
<b>Vendor List for:</b>			
<b>Join Buying Group - The Rebate Group Kevin Thompson 404-787-1916</b>			
Food			
Liquor			
Supplies			
Contact Salespersons			
Credit Applications on File			
List of References			
Inventory			
Initial / Pre-Opening			
Replacement			
Par Stock & Ordering Forms			
<b>Outside Services</b>			
Dish Machine & Chemical Program			
Janitorial			
Valet Parking		<b>Prestige Valet (404) 867-7275</b>	
Pest Control		<b>Northwest Exterminating-Chuck Negas 770-527-1740</b>	
Fly Traps			
<b>Linen Service</b>			
<b>A &amp; D Linen Regina Kim (770) 309-4693</b>			
<b>Recycle your used Fry Oil</b>			
<b>Claudio Bauza FryerLink (678) 777-7952</b>			
Plant Service			
Carpet Cleaning			
Window Washing			
<b>Payroll PrimePay - Jack Belmont (203) 314-2040</b>			
Pre Opening			
Management			
Hourly			
<b>POS System Call Postec - Alan Wright 678-424-4000</b>			
Wiring			
Installation			
Training			
<b>Primary Vendor Selection/Approved vendor list</b>		<b>Kevin Thompson 404-787-1916</b>	
Local contact w/ name number			
Establish credit, delivery schedule			
P - O - S materials			
Initial marketing support			

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Task	Order By:	In Place by:	Person Responsible
<b>Parking Lot</b>			
Number of Spaces	<b>Prestige Valet (404) 867-7275</b>		
Resurfacing			
Entrance/Exits			
Lighting for Parking Lot			
Control Pre-Construction			
Control During Construction			
Valet Stand/Key Control			
<b>Parking Lot Signage</b>			
Handicap			
Reserved			
Valet	<b>Prestige Valet (404) 867-7275</b>		
<b>Landscaping</b>			
Pre-Construction			
Termite & Pest Pre-Treatment	<b>Northwest Exterminating-Chuck Negas 770-527-1740</b>		
During Construction			
Maintenance			
Construction Timetable			
Estimated Time for Each Phase			
Estimated Completion Date			
Critical Path			
Construction Budget			
Sign Requirements/Restrictions			
<b>Security</b>			
Robbery Prevention			
Control of Access During Ops			
Control of Access During Const			
Double door safe			
Night drop			
<b>Keys</b>			
Make list of keys needed in store. Have all coolers, equipment, etc. keys same as doors.			
Collect all keys upon installation.			
Re-key just before opening			
<b>First aid box</b>			
<b>Informational Signage</b>			
Restrooms			
Exit			

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Task	Order By:	In Place by:	Person Responsible
<b>Staffing</b> Projected list of employee needs for each area of operation and Sources for recruiting.			
Develop pay scales for all crew work groups			
Front Desk			
Servers			
Wait Assistants			
Bartenders			
Cooks			
Prep Cooks			
Dishwashers			
Supervisors			
Managers			
Internet/Social Media Manager	<b>MyCustomDay.com Andrea Busse (770) 866-5861</b>		
<b>Arrange for interview site, furniture, phones &amp; supplies.</b>			
Place employment ads in local newspapers & schedule recruiting missions.			
Review staffing manual for interviewing and hiring procedures. Establish target question list.			
Pre-Employment Screening			
<b>Training</b>			
Identify dates of training allowing for "dry run" or "soft opening" time.			
Develop bar opening checklist.			
Develop kitchen-opening checklist & for all departments: open, close & managers.			
Document and train management and staff.			
Organize orientation materials.			
Develop sidework schedules for all FOH			
Set up POS training for management & crew.		<b>Postec - Alan Wright 678-424-4000</b>	
Arrange lodging for all opening personnel.			
Wine & beer seminars for sales knowledge and over-consumption policy.			
FOH menu descriptions for all items.			
Plating and garnish guide for all items.			
Set up training recipe manuals			
Select training team.			
Set date for training team arrival.			
Prepare master training calendar.			
Set up training manuals & opening materials.			
Set up general meeting and training session.			
<b>Bilingual Training - Buena Vista - Etti Gomez 770-377-5939</b>			
<b>Organize any necessary management training such as:</b>			
MSDS location			
<b>Hiring (legal vs. illegal questions, ADA, etc. Call Charles Hoff 404-245-6751)</b>			
Restaurant standards and systems			
Background Checks			

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Task	Order By:	In Place by:	Person Responsible
<b>Human Resources</b>			
<b>Hoff Hospitality - 404-245-6751</b>			
Selection of Manager			
Selection of Pre-Opening Staff			
Organizational Chart			
Evaluation of Available Managers			
Define Manager Job Duties			
Interview of Managers			
Interview of Pre-Opening Staff			
Create Management Reports			
Evaluation of Available Chefs			
Evaluation of Kitchen Manager			
Employee Performance Evaluation			
Training Program for Employees English/Spanish		<b>Etti Gomez 770-377-5939</b>	
Uniforms	<b>A &amp; D Linen Regina Kim (770) 309-4693</b>		
Dress Code			
<b>Establish Work Schedules</b>			
Reports			
Food/Bev/Covers/Avg Ck/Sales Mix			
Comparisons to Budget			
Organizational Charts by Department			
Dining Room			
Bar			
Kitchen			
Administration			
Employee Applications			
<b>Employee Manuals English/Spanish</b>		<b>Etti Gomez 770-377-5939</b>	
Writing			
Production			
Training - Hispanic	<b>Etti Gomez 770-377-5939</b>		
Hiring of Employees			
Training of Employees			
Establish employee meal policy			
<b>Employee Applications &amp; Employee New Hire Kits</b>			
English / Spanish			
I - 9 and Tax Forms	<b>PrimePay - Jack Belmont (203) 314-2040</b>		
Background Check Consent Form			
Health cards			
Server/Bartender/Entertainment Permits			
Orientation			
Pre-Opening/Training schedule			
Operational schedule			
<b>ServSafe™ Training</b>	<b>GRA-Tashana Thomas 404-518-6123</b>		

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Task	Order By:	In Place by:	Person Responsible
<b>Kitchen Operations/Service Operations</b>			
<b>Join Buying Group - The Rebate Group</b>	<b>Kevin Thompson</b>	<b>404-787-1916</b>	
Set-up sheets with pars			
Opening checklists			
Closing checklists			
Prep lists with pars			
Standardized recipe book			
Freezer pull sheets			
Inventory forms.			
Electric bug killer for back door?	<b>Northwest Exterminating-Chuck Negas</b>	<b>770-527-1740</b>	
Door Mats & Chefs Mats	<b>A &amp; D Linen Regina Kim</b>	<b>(770) 309-4693</b>	
<b>Employee Bulletin Board - English &amp; Spanish</b>		<b>Etti Gomez</b>	<b>770-377-5939</b>
Required Postings -- OSHA, safety, minimum wage, etc.			
<b>Spanish Language Posters</b>			
Workman's comp	<b>Sutter, McClellan &amp; Gilbreath</b>	<b>(678) 533-2260</b>	
Emergency hospital & Doctor			
Wage & hour			
<b>Employee lockers</b>			
<b>Job descriptions</b>			
<b>Operational Manuals</b>			
Safety manual			
Financial manual			
Catering manual			
Kitchen manual			
English/Spanish Manuals	<b>Etti Gomez</b>	<b>770-377-5939</b>	
<b>Telephones</b>	<b>iTelNetworks - Blair Brookins</b>	<b>404-313-9890</b>	
Custom Phone Numbers (Blair)			
Office line			
Fax line			
Catering line			
E-mail line			
Kitchen line			
Reservations line			
Pay phones			
<b>Television &amp; Music</b>			
ASCAP/BMI Arrangements			
Satellite Music System			



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Task	Order By:	In Place by:	Person Responsible
<b>Equipment, Smallwares &amp; Supplies</b>			
<b>Iplex FoodService Adam Steele (678) 990-7868</b>			
<b>Collect all warranties for new equipment and send in cards.</b>			
<b>Place all equipment information and Service Agents in a notebook for reference.</b>			
Kitchen			
Dining Room			
Bar			
Office			
Food Inventory			
Bar Inventory			
Supplies Inventory			
<b>Kitchen Design and Equipment List</b>			
Hoods and Exhaust			
<b>Accurex Engineered Restaurant Ventilation Systems (404) 538-8882</b>			
<b>Punch List</b> Contractor			
Subcontractors			
Out-side Contractors			
<b>Equipment checkout (burn-in/calibration)</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Ice Machines			
Cooking Equipment			
Dish Machine			
Refrigeration Equipment			
Coffee & Tea Equipment	<b>S &amp; D Coffee Tom McAdams (770) 883-4448</b>		
<b>Hand Wash Stations</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Soap			
Sanitizer			
Towel Dispensers			
Hand wash signs			
<b>Kitchen Clock</b>			
<b>Anti-fatigue mats</b>	<b>A &amp; D Linen Regina Kim (770) 309-4693</b>		
<b>Set up dish machine service</b>			
<b>Clean, organize and label all shelving:</b>			
Dry Storage			
Walk-in			
Freezer			
Supply area			
Service Area			
Chemical Storage			
Bar Storage			

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Task	Order By:	In Place by:	Person Responsible
<b>Kitchen Utensils</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Produce List			
Obtain Bids			
Place Order			
Receive Order			
<b>Small Wares Order</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Produce list			
Obtain bids			
Place Order			
Receive Order			
<b>Tabletop Selection</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Plateware			
Flatware			
Glassware			
linen			
<b>Select Wall Covering</b>			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			
<b>Select Tables</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Obtain Bids			
Order			
Arrange Delivery			
<b>Select Chairs</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Obtain Bids			
Order			
Arrange Delivery			
Apply Scotchguard protection			
High Chairs & Boosters			
Arrange Delivery			
<b>Select Floor Covering</b>			
Obtain Bids			
Order			
Arrange Installation			
Door Mats & Chefs Mats	<b>A &amp; D Linen Regina Kim (770) 309-4693</b>		

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Task	Order By:	In Place by:	Person Responsible
<b>Bar Operation &amp; Beverage Service</b>			
<b>S &amp; D Coffee Tom McAdams (770) 883-4448</b>			
<b>Beverage station</b>			
cups			
lids			
holders			
sodas			
dairy			
canned juices			
bev naps			
straws			
<b>Coffee &amp; Tea Equipment &amp; Service</b>			
<b>S &amp; D Coffee Tom McAdams (770) 883-4448</b>			
<b>Soda System</b>			
<b>Bar Mats</b>	<b>A &amp; D Linen Regina Kim (770) 309-4693</b>		
<b>Well liquor selection</b>			
<b>Call liquor selection</b>			
<b>Premium liquor selection</b>			
<b>Beer Selection</b>			
Draft system			
<b>Wine Selection</b>			
Supplier Wine Training Program			
Wine List Design	<b>The Menu Shop Joe Palladino (770) 714-7490</b>		
Wine List Publication			
Wine Openers			
Wine buckets and stands			
<b>Standardized Recipe and Glassware</b>			
Garnish Guide			
<b>Paper Products</b>			
Guest Checks			
POS Supplies	<b>www.POSwarehouse.com</b>		
Take out			
Bathroom			

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Task	Order By:	In Place by:	Person Responsible
<b>Linens Service</b>	<b>A &amp; D Linen Regina Kim (770) 309-4693</b>		
Table top Laundry (Rental)			
Uniform Laundry (Rental)			
Uniform order			
<b>Janitorial supplies</b>	<b>Iplex FoodService Adam Steele (678) 990-7868</b>		
Hard goods			
Wet Floor Cones			
Mop Buckets			
Mops			
Bar Towels	<b>A &amp; D Linen Regina Kim (770) 309-4693</b>		
Vacuum			
Hand towel dispensers			
Squeegees			
<b>Office Equipment</b>			
<b>Office Furniture</b>			
Desk			
Chair			
Filing cabinets			
<b>Computer System</b>			
Color Monitor			
Color Printer			
ISP Internet service	<b>iTelNetworks - Blair Brookins 404-313-9890</b>		
<b>Software</b>			
Food Ordering (From Primary Supplier)			
Office Suite Software			
Word Processor			
Spreadsheet			
Presentation			
Publisher Software			
Scheduling- Use for employee time management, Management Schedules and Catering Events			
<b>Upload software</b>			
<b>Telephone Equipment</b>	<b>iTelNetworks - Blair Brookins 404-313-9890</b>		
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			

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Task	Order By:	In Place by:	Person Responsible
<b>Internet Development</b>			
Domain Registration			
Website Design			
Website Hosting			
Online Ordering			
<b>Web Alliances/Services</b>			
<b>MyCustomDay.com</b>		<b>Andrea Busse (770) 866-5861</b>	
Opentable			
Access Atlanta			
City Search			
<b>Set up Social Networking Sites</b>			
Yelp			
Facebook			
Twitter			
<b>Finals</b>			
<b>Place initial food order</b>			
<b>Place initial chemical supplies order</b>			
<b>Place initial paper goods order</b>			
<b>Fire Department walk through</b>			
Alarm system			
Fire extinguishers/signs			
Ansul system			
Hand held extinguisher			
Mounting and signage			
Instruction			
<b>Environmental Health Walk through</b>			
<b>Spanish Consultation Buena Vista - Etti Gomez 770-377-5939</b>			

