Restaurant Ready Checklist

Drive-Thru	
Y N ☐ ☐ Is your speaker post in good condition? ☐ ☐ Do you have the correct menu translites and pricing displayed? ☐ ☐ Do you have handwritten signage?	Y N ☐ ☐ Are there visible oil spots on the pavement? ☐ ☐ Are there weeds visible? ☐ ☐ Is your drive- thru window clean? ☐ ☐ Is the parking lot, drive-thru well lit?
Exterior	
Y N ☐ Do you have the correct window signs displayed? ☐ Do you have handmade or handwritten signage? ☐ Is your business information sign in good condition and displaying the accurate business hours?	Y N ☐ Are lit signs fully functioning? ☐ Are exterior windows and ledges sparkling clean? ☐ Is the exterior of the building clean and litter free?
Guest Area- Front Line View	
Y N ☐ ☐ Is the glass clean? ☐ ☐ Are there dirty utensils visible? ☐ ☐ Are your menu translites up to date and in good shape? ☐ ☐ Are your team members in the appropriate uniforms? Are they crisp and clean?	Y N ☐ ☐ Is there frost on the food pans? ☐ ☐ Is there food mixed into food pans where it doesn't belong? Ex: Lettuce in onion pan ☐ ☐ Are your sauce bottles and shakers clean? ☐ ☐ Are all light bulbs in working order? ☐ ☐ Were guests greeted within 3 seconds of arrival?
Dining Area	
Y N ☐ Is your seating neatly arranged? ☐ Are the tables and chairs clean? ☐ Is the floor sticky? ☐ Is there garbage on any surface? ☐ Is your remote order pick-up unit set up properly? ☐ Are all ceiling tiles clean?	Y N ☐ Are there items or flyers on top of the trash units? ☐ Are your guest- facing, self-serve products fully stocked? Ex: Chips, bottle beverages, etc. ☐ Are there items on the beverage counter that are not necessary? ☐ Is your beverage counter clean and fully stocked?
Back Room	
Y N ☐ ☐ Is there anything blocking pathways? ☐ ☐ Are the shelving units neatly stocked? ☐ ☐ Is the prep table clean? ☐ ☐ Is the sink area clean? ☐ ☐ Are your shelving units organized?	Y N □ □ Are your chemicals stored properly? □ □ Is everything organized in the cooler/freezer? □ □ Do you have the correct size shelving kits to best utilize the space?
Service Area	V. M
Y N ☐ ☐ Are there unnecessary items on the back counter? ☐ ☐ Are items being stores on top of equipment? ☐ ☐ Is your bread cabinet, oven/proofer and toaster clean? ☐ ☐ Is the POS area clutter free? ☐ ☐ Are your formula charts legible? ☐ ☐ Is your handwash sink fully stocked?	Y N □ □ Are your quick-moving supplies (napkins, gloves, subwrap, etc.) easily accessible? □ □ Are your cutting boards clean? □ □ Is your refrigerated back counter stocked with back-up inventory?