# **Restaurant Pre-Opening Checklist**

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

FIDIECIEU ODEIIIIU Dale	Proi	ected	Opening	Date:
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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.

Four Sets of Stamped Architectural	Drawings	Contract Des	sign - Phil Alenr	ne (404) 307-5933	
Task		Order By:	In Place by:	Person Responsible	
Insurance Evaluation		Farmers Insu	irance 770-648-	3101	
Pre-Const, During Const, Ops					
Liquor Bond		Farmers Insu	rance 770-648-	3101	
Liability					
Workman's comp					
Solid waste/Dumpster/Compacto	r/Roll-off				
<b>Used Fry Oil Removal Container</b>		Call Carl 404	-545-5456		
Cables & Wiring					
Cable Television		Comcast 770	0-286-9941 / Cha	arter 404-545-5456	
Security Alarm Systems					
Equipment Installation & Repair		Syana Equipment Services 404-900-5636			
Telephone Lines-Internal					
POS & Computer Lines	POS Syste	m Call Posted	c - Alan Wright	404-606-7492	
Liquor License Survey	Survey La	nd Express 40	04-375-2727		
Local Sign Ordinances & Permits	s - Survey	Langley-St. 0	Claire Signs 404	-641-1531	
Handicap Regulations	Contract D	esign - Phil A	lenne (404) 307	-5933	
Ansel System Requirements					
Hood Cleaning		HOOD-PRO, INC (678) 494-6893 Ext. 104			
Hire Pest Control Company		Ecolab Pest-Michael Lay 470-345-7728			
	Emergency Lighting		CB Summer Construction 770-845-4435		
		CB Summer	Construction 7	70-845-4435	
			Construction 7 kie Lassiter 404		
Emergency Lighting					
Emergency Lighting  Bulk Carbonation					
Emergency Lighting  Bulk Carbonation  Fire Inspector Approval					
Emergency Lighting  Bulk Carbonation  Fire Inspector Approval  Sprinkler System Requirements					

Task	Order By:	In Place by:	Person Responsible	
Evaluate Information Systems			Possos	
Register w/ All Gov't Agencies				
Obtain Fed Tax ID Number				
Set up Chart of Accounts/P&L Report		Russ Frederic	k 770-457-6606	
Payroll System	Kasey Grant - ChoiceHR 404-718-9774			
1 dyron byotom	Scan QR for Kasey's full contact info>			
Gas Service - New	Journal Control			
Gas South - Ruth Ollins 404-291-5494			Eliste in text	
Drawings/Plans	Contract De	sian - Phil Alen	ne (404) 307-5933	
Inspection				
Permit Requirements	Contract De	sian - Phil Alen	ne (404) 307-5933	
Installation				
Telephone Service- New				
VolP	Comcast 770	0-286-9941 / Ch	arter 404-545-5456	
Connect Security Alarm				
Inspection				
Permit Requirements				
Installation				
Business Class Internet Service	Comcast 77	0-286-9941 / Ch	arter 404-545-5456	
	- Compact III	200 00117 011		
Marketing and Advertising	Shaka Berry 912-224-7819			
Water Service - New				
Drawings/Plans				
Permit Requirements				
Sewer Service - New	<b>CB Summer</b>	Construction 7	70-845-4435	
Drawings/Plans				
Inspection				
Permit Requirements				
·				
Set up Waste & Recycling Service				
Set Up Grease Trap - Disposal Service	<b>Apex Enviro</b>	nmental - Pat A	gnew 678-315-9392	
Fryer Oil Removal/Disposal Service	Call Carl 404			
Electric Service- New				
Drawings/Plans				
Inspection				
Permit Requirements				
Installation	<b>CB Summer</b>	Construction 7	70-845-4435	
Land Surveyor (Drawings)		Express 404-3		
			1	

Task	Order By:	In Place by:	Person Responsible
Banking			·
	gs & Ingram Ri	uss Frederick 7	70-457-6606
Selection of Bank			
Construction Account			
Operational Account			
Payroll Account	<b>Kasey Grant</b>	- ChoiceHR 404	4-718-9774
Internet and PCI-DSS Security	Charles Hoff 4	104-245-6751	
Deposit bags			
Credit Card Deposit Acc'ts			
Merchant Acct-AX, VISA/MC, Gift Cards	<b>Heartland Pa</b>	yment Services	770-318-6472
Mobile Payment Application			
Coupons and Special Offers	<b>Shaka Berry</b>	912-224-7819	
Logo			
Type/Font Style			
Colors			
Size			
Business Cards			
Menus			
Identify and choose menu covers if used.			
Printed Gift Certificates			
Signs			
Letterhead			
Signage and Banners	Langley-St. (	Claire Signs 404	l-641-1531
Lighted/Electrical/Neon/LED			
Coming soon/Opening date			
Monument			
Now hiring			
Menu Board			
No deliveries between			
Hours of business			
Parking Lot (Handicap, Employe	e, Deliveries, e	tc.)	
Valet Sign			
Window Graphics			
ADA			
Restrooms			
Open/Closed			
Smoking			
Sidewalk Signs			
Temporary Roadside Signs			
Advertising Timetable			
Flyers & Advertising	Shaka Berry	912-224-7819	
Evaluate Local Associations Georgia F	Restaurant Ass	sociation (404-6	95-2212)

Task	Order By:	In Place by:	Person Responsible
Vendor List for:			
Dishmachine/Cleaning Supplies	Ecolab 470	Ecolab 470-891-2840	
Food	PFG - Jay 4	PFG - Jay 404-409-7559	
Liquor			
Supplies			
Contact Salespersons			
Credit Applications on File			
List of References			
Inventory			
Initial / Pre-Opening			
Replacement			
Par Stock & Ordering Forms	PFG - Jay 4	04-409-7559	
Outside Services			
Accountant Carr, Ri	iggs & Ingram -	Russ Frederick	770-457-6606
Janitorial		Ecolab 470-89	91-2840
Valet Parking		Prestige Vale	t (404) 867-7275
Pest Control			Control- 470-345-7728
Waste Removal			
Linen Service			
Merchant Services	Heartland F	Payment Service	es 770-318-6472
Recycle your used Fry Oil		)4-545-5456	
Recycling			
Hood Cleaning	HOOD-PRO	), INC (678) 494-	6893 Ext. 104
Brewing equipment installation, service a		• • •	
Pre Opening			
Management			
Hourly			
POS System Call Postec - Alan Wright 40	04-606-7492		
Wiring			
Installation			
Training			
PCI-DSS Security	Charles Hof	404-245-6751	
Security Breach Insurance (PCI-DSS)		Farmers Insurance 770-648-3101	
Primary Vendor Selection/Approved vendor	dor list		
Local contact w/ name number			
Establish credit, delivery schedule		1	
P - O - S materials		1	
Initial marketing support	Shaka Berr	y 912-224-7819	
			-

Task		Order By:	In Place by:	Person Responsible
Parking Lot	<b>CB Summ</b>	er Constructi	ion 770-845-443	5 ††
Number of Spaces	<b>Prestige V</b>	alet (404) 867	7-7275	
Resurfacing ††				
Entrance/Exits ††				
Lighting for Parking Lot ††				
Control Pre-Construction ††				
Control During Construction ††				
Valet Stand/Key Control	Prestige V	alet (404) 867	7-7275	
Parking Lot Signage	Langley-S	t. Claire Sign	s 404-641-1531	
Handicap				
Reserved				
Valet				
Dumpster/Roll-Off Container				
Landscaping				
Topographical Survey	Survey La	nd Express 4	04-375-2727	
Termite & Pest Pre-Treatment		<b>Ecolab Pest</b>	-Michael Lay 47	0-345-7728
During Construction	<b>CB Summ</b>	er Constructi	ion 770-845-443	5
Equipment Maintenance	Syana Equ	uipment Serv	ices 404-900-56	36
Construction Timetable				
Estimated Time for Each Phase				
Estimated Completion Date				
Critical Path				
Construction Budget				
Sign Requirements/Restrictions		Langley-St.	Claire Signs 404	4-641-1531
Security				
Robbery Prevention				
Control of Access During Ops				
Control of Access During Const				
Double door safe				
Night drop				
PCI-DSS Security		<b>Charles Hoff</b>	404-245-6751	
Keys				
Make list of keys needed in store.	Have all coo	lers, equipme	nt, etc. keys sam	e as doors.
Collect all keys upon installation.				
Re-key just before opening				
First aid box				
Informational Signage		Langley-St.	Claire Signs 404	4-641-1531
Restrooms				
Exit				

Task	Order By:	In Place by:	Person Responsible
Staffing	-	d - Joe Kelly 40	
Projected list of employee needs for each area	of operation a	nd Sources for re	ecruiting.
Front Desk/Hostess/Host	·		
Servers			
Wait Assistants			
Bartenders			
Cooks			
Prep Cooks			
Dishwashers			,
Supervisors			
Managers	<b>Talent Serve</b>	d - Joe Kelly 40	4-493-3631
Internet/Social Media Manager			
Arrange for interview site, furniture, phones	& supplies.	PREP Atlanta	404-920-4150
Place employment ads in local newspapers & s	schedule recrui	ting missions.	
Review staffing manual for interviewing and hir	ing procedures	. Establish targe	et question list.
Pre-Employment Screening			
Training	<b>Buena Vista</b>	Consulting 404	-719-0653
Identify dates of training allowing for "dry run" of	or "soft opening	" time.	,
Develop bar opening checklist.			
Develop kitchen-opening checklist & for all dep	artments: oper	n, close & manaç	gers.
Document and train management and staff.			,
Organize orientation materials.			
Develop sidework schedules for all FOH			
Set up POS training for management & crew.	Postec - Alar	Wright 404-60	6-7492
Mystery Shopper Program			
Responsible Alcohol Service Training	Buena Vista	Consulting 404	-719-0653
FOH menu descriptions for all items.			
Plating and garnish guide for all items.			
Set up training recipe manuals		Damon Shepp	ard 404-246-8483
Select training team.			
Set date for training team arrival.			
Prepare master training calendar.			
Set up training manuals & opening materials.		Damon Shepp	ard 404-246-8483
Set up general meeting and training session.			
BOH Training		Damon Shepp	ard 404-246-8483
Dishmachine Training		Ecolab 470-89	
MSDS location		Ecolab 470-89	1-2840
Hiring (legal vs. illegal questions, ADA, etc.	Kasey Grant	- ChoiceHR 404	4-718-9774
Restaurant standards and systems			
Background Checks			
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Task		Order By:	In Place by:	Person Responsible
Human Resources		Kasey Grant	- ChoiceHR 40	•
Selection of Manager		Talent Serve	ed - Joe Kelly 40	4-493-3631
Selection of Pre-Opening	Staff			
Organizational Chart				
Evaluation of Available M	Managers			
Define Manager Job Dut	ies			
Interview of Managers				
Interview of Pre-Opening	Staff			
Create Management Rep	oorts			
Evaluation of Available C	chefs	Talent Serve	d - Joe Kelly 40	4-493-3631
Evaluation of Kitchen Ma	nager			
Employee Performance	Evaluation/Surveys			
Training Program for Em	ployees English/Spani	sh	Buena Vista 4	04-719-0653
Uniforms				
Dress Code				
Establish Work Schedu	ıles			
Reports				
Food/Bev/Covers/Avg Cl	k/Sales Mix			
Comparisons to Budget				
Organizational Charts by	Department			
Dining Room				
Bar				
Kitchen				
Administration				
Employee Applications				
Employee Manuals Eng	glish/Spanish		Buena Vista 4	04-719-0653
Employee Feedback Su				
Responsible Alcohol Ser	vice Training			<u> </u>
Training - Hispanic			Buena Vista 4	04-719-0653
Hiring of Employees				
Training of Employees			Damon Shepp	ard 404-246-8483
Establish employee mea	l policy			
<b>Employee Applications</b>	& Employee New Hir	re Kits		<u> </u>
English / Spanish			Buena Vista 4	04-719-0653
I - 9 and Tax Forms	Carr, Riggs	s & Ingram - I	Russ Frederick	770-457-6606
Background Check Cons	sent Form			
Health cards				
Server/Bartender/Enterta	ainment Permits			
Orientation				
Pre-Opening/Training sc	hedule			
Operational schedule				
ServSafe <sup>™</sup> Training		PREP Atlant	a 404-920-4150	

Task	Order By:	In Place by:	Person Responsible
Kitchen Operations/Service Operations	-		-
Set-up sheets with pars	Damon Sheppard 404-246-8483 PFG - Jay 404-409-7559		
·	PFG - Jay 40	<del>4-409-7559</del>	
Opening checklists	+		<del> </del>
Closing checklists			<u> </u>
Prep lists with pars	+		
Standardized recipe book			
Freezer pull sheets			
Inventory forms.			
Electric bug killer for back door?	Ecolab Pest	Control- 470-34	5-7728
Door Mats & Chefs Mats			
Recycle Bins			
Employee Bulletin Board - English & Spanis	sh	Buena Vista 40	04-719-0653
Required Postings OSHA, safety, minimum	wage, etc.		ļ
Spanish Language Posters		Buena Vista 40	04-719-0653
Workman's comp	Farmers Insu	rance 770-648-	3101
Emergency hospital & Doctor			
Wage & hour			
Employee lockers			
Job descriptions			
Operational Manuals		Buena Vista 40	04-719-0653
Safety manual			
Financial manual	<b>Russ Freder</b>	ick (CPA) 770-4	57-6606
Catering manual			
Kitchen manual			
English/Spanish Manuals		Buena Vista 40	04-719-0653
Business Internet service	Comcast 770	)-286-9941 / Cha	arter 404-545-5456
Telephones			
Custom Phone Numbers			
Office line			
Fax line			
Catering line			
E-mail line			
Kitchen line			
Reservations line			
WiFi Network			
Web Development & Hosting			
Mobile Payment Application		<u>.</u>	•
Television & Music			
ASCAP/BMI Arrangements	GRA 404-467	<b>7-9000</b>	
Satellite Music System			
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Task	Order By:	In Place by:	Person Responsible
Hours of Operation			
Estimated Hours of Operation			
Bar			
Restaurant			
Entertainment			
Opening			
On Going			
Preliminary Menu			
Test Kitchen & Off Site Training	PREP Atlant	a 404-920-4150	
Children's Menus			
Children amenities			
Baby bibs			
Birthday Favors			
Crayons			
Lunch			,
Dinner			
Catering			
Brunch			
Banquet			
Menu Pricing Range	PREP Atlant	a 404-920-4150	
Menu Cost & Portion Guide			
Standard recipe binder			
Table Arrangement			
Section ( wait station) Maps			
Opening and Closing Sidework Assignments			
Pre-Opening Cleaning and Sanitation	n		
Ecolab 470-891-2840			
Hoods/Exhaust Systems		INC (678) 494-6	
Equipment	Syana Equipment Services 404-900-5636		
Dish Machine		Ecolab 470-89	
Walk-In Refrigeration	Syana Equip	ment Services	404-900-5636
Kitchen and Floors			ļ
Awnings			ļ
Sidewalks			
Pest Control Pre-Treatment & Rat Traps			ontrol- 470-345-7728
Food Safety Audit/Walk Through		Michael Lay 47	70-345-7728

Task		Order By:	In Place by:	Person Responsible
	nt, Smallwares & Supplies			eider 239-898-9700
	rarranties for new equipment ar	•	<u> </u>	Z39-090-9700
	uipment information and Servic			l ference.
Kitchen				
Dining Room	<u> </u>			
Bar	<u> </u>			
Office				
Food Invento	nrv.			
Bar Inventory		1		
Supplies Inve				
	sign and Equipment List			
Hoods and	· · ·	HOOD-PRO	INC (678) 494-6	803 Evt 10/
	ssion Systems	HOOD-FRO,	1140 (070) 494-0	
Punch List	•	CR Summer	Construction 7	70-945-4435
Pulicii List		CB Summer		70-643-4433 
	Subcontractors Out aids Contractors	+		
Decycle Bin	Out-side Contractors	+		
Recycle Bin		Syana Faurin	mant Comicae	10.4 000 FC2C
Equipment	checkout (burn-in/calibration)	Syana Equip	ment Services (	1
	Ice Machines			
	Cooking Equipment			
	Dish Machine			
	Refrigeration Equipment	+		
	Coffee & Tea Equipment	<u> </u>	101 070 0000	
	uipment installation, service and	d maintenance	404-3/2-0362	
Hand Wash			E 1 1 470 00	1 00 10
	Soap		Ecolab 470-89 <sup>-</sup>	1-2840 T
	Sanitizer			
	Towel Dispensers	1		
	Hand wash signs			
Kitchen Clo				
Anti-fatigue				
Set up dish	machine service		Ecolab 470-89 <sup>2</sup>	1-2840
Clean, organ	nize and label all shelving:			
Dry Storage				
Walk-in				
Freezer		1		
Supply area		1		
Service Area				
Chemical Sto			Ecolab 470-89	1-2840
Bar Storage		1		
Draft Beer W	/alk-in	A Head for P	rofits 404-900-8	111 (Megan Cathey)
				(
		<b>_</b>	<b></b>	1

Task	Order By:	In Place by:	Person Responsible
Kitchen Utensils	A City Disco	ount - Hap Schr	eider 239-898-9700
Produce List			
Obtain Bids			
Place Order			
Receive Order			
Small Wares Order	A City Disco	o <mark>unt - Hap Schr</mark>	eider 239-898-9700
Produce list			
Obtain bids			
Place Order			
Receive Order			
Tabletop Selection	A City Disco	unt - Hap Schr	leider 239-898-9700
Plateware			
Flatware			
Glassware			
linen			
Select Wall Covering			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			
, tooopt por order			
Select Tables	A City Disco	ount - Hap Schr	eider 239-898-9700
Obtain Bids			
Order			
Arrange Delivery			
Ŭ ,			
Select Chairs	A City Disco	ount - Hap Schr	eider 239-898-9700
Obtain Bids			
Order			
Arrange Delivery			
Apply Scotchguard protection			
High Chairs & Boosters			
Arrange Delivery			
Select Floor Covering		1	
Obtain Bids			
Order			
Arrange Installation			
Door Mats & Chefs Mats	+	†	

Task	Order By:	In Place by:	Person Responsible
<b>Bar Operation &amp; Beverage Service</b>		A Head for Pro	ofits 404-900-8111
Set up Carbonation Service		NuCO2 404-931-3699	
Beverage station			
cups			
lids			
holders			
sodas			
dairy			
canned juices			
bev naps			
straws			
Coffee & Tea Equipment: Leasing & Servic	e	Community C	offee 404-372-0362
Wine Dispensing and Sales	Jeff Libby 7	70-778-0341	
Soda System	NuCO2 404-	931-3699	
Bar Mats			
Well liquor selection			
Call liquor selection			
Premium liquor selection			
Beer Selection			
Draft System Equipment & Maintenance	A Head for I	Profits 404-900-	8111 (Megan Cathey)
Responsible Alcohol Service Training	Buena Vista 404-719-0653		04-719-0653
Wine Selection	Jeff Libby 7	70-778-0341	
Supplier Wine Training Program			
Wine List Design			
Wine List Publication			
Wine Openers			
Wine buckets and stands			
<b>Enomatic Wine Dispensing Ur</b>	nits	Jeff Libby 770	-778-0341
Standardized Recipe and Glassware			
Garnish Guide			
Paper Products			
Guest Checks			
POS Supplies			
Take out			
Bathroom			

Task	Order By:	In Place by:	Person Responsible
Linen Service			
Table top Laundry (Rental)			
Uniform Laundry (Rental)			
Uniform order			
Janitorial supplies			
Hard goods			
Wet Floor Cones			
Mop Buckets			
Mops			
Bar Towels			
Vacuum			
Hand towel dispensers			
Squeegees			
Office Equipment			
Office Furniture			
Desk			
Chair			
Filing cabinets			
Computer System			
Color Monitor			
Color Printer			
ISP Internet service	Comcast 77	0-286-9941 / Ch	arter 404-545-5456
Software			
Food Ordering (From Primary S	upplier)		
Office Suite Software			
Word Processor			
Spreadsheet			
Presentation			
Publisher Software			
Scheduling- Use for employee ti	me manageme	ent, Managemen	t Schedules
and Catering Events			
Upload software			
Disaster Recovery System	Comcast 770-286-9941 / Charter 404-545-5456		
Telephone Equipment			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			

Task	Order By:	In Place by:	Person Responsible
Social Networks/Mobile Technology	/Internet De	velopment	
Website: Lara Seam	on - RevLoca	I 315-868-4542	ENDAMENTS IN
Domain Registration	Scan QR for Lar	a's full contact info	)>
Set up website hosting			
Website design and develop			
Ensure website mobile responsive/optimized			
Set up Google analytics on website			
Set up platform to track analytics			
Mobile Payment Application			
	Scan QR for Me	lanie's full contact	info>
	_		
Social Networks and Content Generation:	Lara Seamon	- RevLocal 315-8	<mark>68-4542</mark>
Set up Facebook			
Set up Twitter			
Set up Google+ page			
Set up LinkedIn			
Set up all other Social Media platforms			
Set up blogs and create content			
Create YouTube channel	•	1	,
Set up MailChimp account			
Setup platform to track analytics			1
Review Marketing Set up:		- RevLocal 315-86	<del>8-4542</del>
Set up live review feed on website and Facebo	ok I		
Generate reviews on Google			
Generate reviews on Yelp			
Generate reviews on Zomato (Urbanspoon)			
Generate reviews on TripAdvisor			
Generate reviews on Facebook			
Develop platform to track analytics			
Set Up Mailer/Coupon Program Urban Ent	1	ka Berry 912-22	<b>一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一</b>
	Scan QR for Sha	aka's full contact in T	fo>
			回常是影響
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Task	Order By:	In Place by:	Person Responsible	
Finals			·	
Place initial food order				
Place initial chemical supplies order		Ecolab 470-891-2840		
Place initial paper goods order				
Fire Department walk through*	HOOD-PRO, INC (678) 494-6893 Ext. 104			
Alarm system				
Fire extinguishers/signs				
Ansul system				
Hand held extinguisher				
Mounting and signage				
Instruction				
Environmental Health Walk through	Michael Lay 470-345-7728			