

THE  
*Ultimate*  
RESTAURANT OPENING  
CHECKLIST





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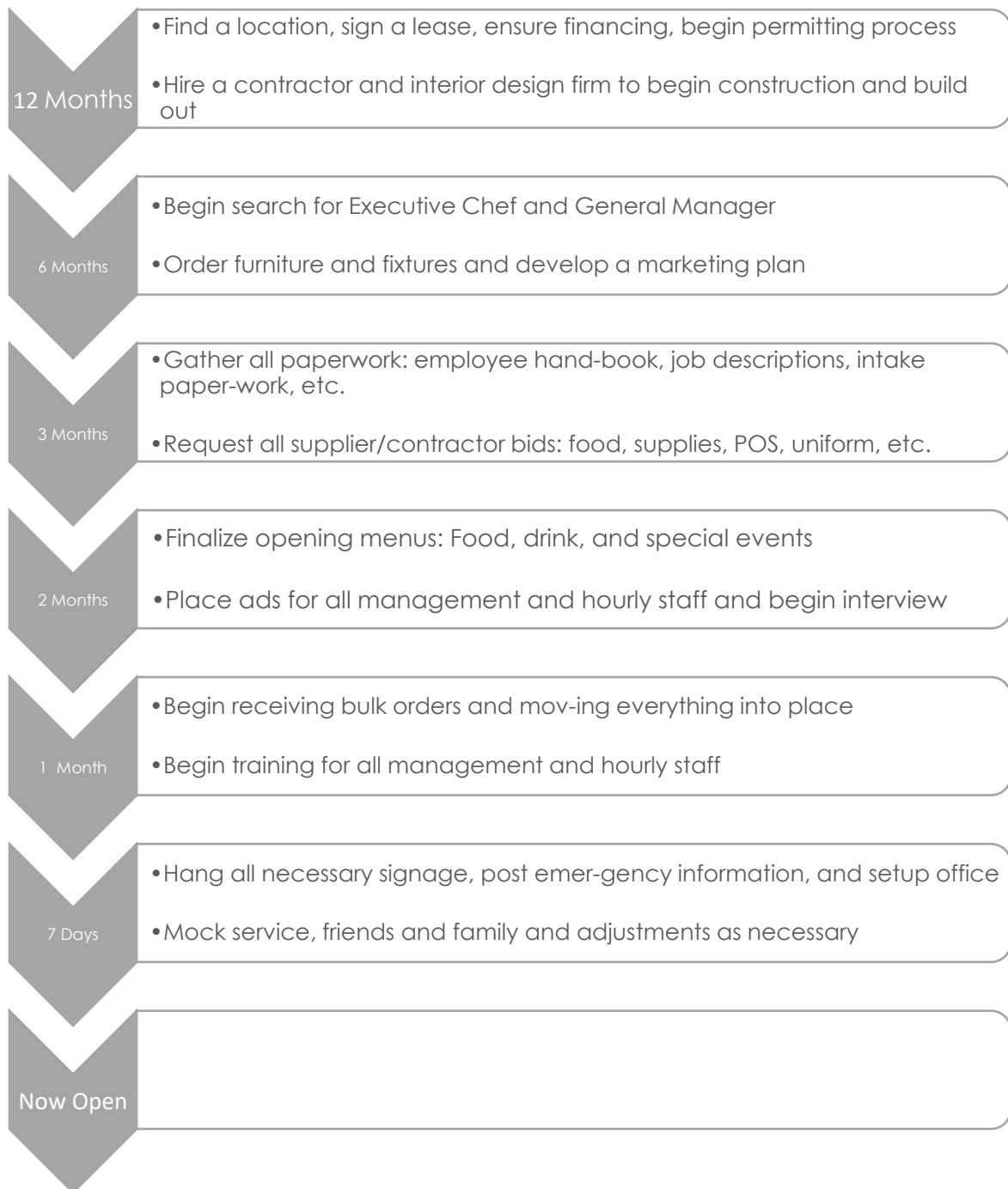
## INTRODUCTION

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Opening a restaurant is hard – there is no way around it. From first timers to seasoned restaurant groups; things will go wrong, problems will arise. You can mitigate many of these issues by being organized, planning ahead, and leaving time to tackle the unforeseen.

We have put together a checklist to help you on your journey to opening. It is by no means an exhaustive list. Each project and each company will be different but we have tried to hit the big points you will not want to forget. We encourage you to tailor this list to your organization needs and have left space for you to do so.

Good luck with your opening and we hope to someday work with you or just stumble upon your new restaurant for a meal.





## FINANCIAL

To be Supervised by:	
Deadline:	

Set up Bank Accounts			
X	Phase	Due By	Notes
	Establish merchant accounts		
	Order deposit slips		
	Have designated signers prepare signature cards		
	Establish relationship/open account with local bank		
	Order manual credit card swiper and slips		

Track and Receive Necessary Licenses and Permits			
X	Phase	Due By	Notes
	VAT Registration		
	Landlord licence to alter		
	Liquor license application		
	Register for food business		
	Level 2 food H&S		
	Planning permission		
	Other as per local requirements		

Payroll set up			
X	Phase	Due By	Notes
	Get quotes and select payroll company		
	Confirm proper setup for all payroll files		
	Confirm direct deposit if applicable		
	Create payroll sheet and protocols		
	Complete payroll training with management prior to opening		

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<b>Establish Pre-Opening Budget for all Departments</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Training		
	Furniture, fixtures, and equipment		
	Small wares		
	Glassware		
	Direct operating supplies		
	Ramp-up labour schedule		
	100% proforma labour budget		

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## CONSTRUCTION

To be Supervised by:	
Deadline:	

Construction Vendor Facilitation			
X	Phase	Due By	Notes
	Create spreadsheet with all vendor info		
	Sign up for accounts with all vendors		

Coordinate and Confirm Target Dates for All Government Inspections and Permitting			
X	Phase	Due By	Notes
	Department of Health		
	Fire		
	Mechanical		
	Plumbing		
	Certificate of occupancy		

Review Locking Schedule for Property			
X	Phase	Due By	Notes
	Confirm all doors that need to be secured are set to be locked		
	Magnetic stripe card vs. Standard keyed entry		
	Door swing and handle sides		
	Complete walk-through with property GM		
	Turnover keys to GM and EC		

Setup Cleaning Service			
X	Phase	Due By	Notes
	Obtain quotes and select cleaning company (ensure all contracts have escape clause)		
	Schedule final clean prior to opening		

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<b>Alcohol Room Construction</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Shelving and storage space		
	Label all shelves according to needs		

<b>Waste Removal Setup</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Obtain quotes and select company		
	Establish bin sizes		
	Decide on a compactor		
	Set pickup frequency		
	Develop a recycling plan and program for separation		
	Obtain price quotes for special pick-ups		

<b>Lighting</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Create lightbulb list for all areas with codes		
	Purchase backups of each type		

<b>Other</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Obtain quotes for water softener system and select company		
	Create emergency shut off procedures and training for all sensitive equipment		

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## SPECIAL PROJECTS

To be Supervised by:	
Deadline:	

Join Local Chamber of Commerce			
X	Phase	Due By	Notes
	Submit application		
	Complete payment of applicable membership fees		
	Schedule management to attend upcoming mixers		

Uniforms			
X	Phase	Due By	Notes
	Design and select employee uniforms		
	Source local vendors that offer uniform		
	Create a one-sheet informing employees of desired look and info on where to purchase		
	Order any custom items		

### NOTES

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## OPERATIONS

To be Supervised by:	
Deadline:	

Opening Alcohol Order			
X	Phase	Due By	Notes
	Setup relationships with all wine, spirits and beer vendors		
	Create opening orders to all vendors		
	Create opening Inventory sheets with costs		
	Create purchase order for each vendor		
	Schedule receiving team		
	Create PARS for bar and storage area		

Dining Room Logistics			
X	Phase	Due By	Notes
	Create opening and closing side work for each section		
	Identify max seating and numbers for all tables		
	Post Certificate of Occupancy, Liquor License, and any other applicable licenses		

Setup Pest Control Vendor			
X	Phase	Due By	Notes
	Receive bids and select a company		
	Perform walkthrough and receive detailed monthly plan		
	Specify what treatments are inclusive and what are additional		

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<b>POS Setup-Operations</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Receive quotes and select a vendor		
	Input menu and special items		
	Confirm all reporting categories and desired revenue centers		
	Create table chart with table numbers		
	Create copy of menu with printer routing for each item		
	Confirm all new hires entered into POS		

<b>Coordinate and confirm Target Dates for All Gov Inspections and Permitting</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Department of Health		
	Fire		
	Mechanical		
	Plumbing		
	Certificate of occupancy		

<b>Floor Plan</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Create floor chart with table and seat numbers		
	Identify sections based on service coverage		
	Create opening and closing side work for each section		
	Identify maximum seating for all tables		

<b>Comp Set Analysis</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Complete a competitor analysis		
	Complete a SWOT (strengths, weaknesses, opportunities, threats) analysis		

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Specific Policies and Procedures			
X	Phase	Due By	Notes
	Define Service Charge & tip structure		
	Determine employee meal policy		
	Determine break and smoking areas		
	Determine uniform quota per employee		
	Define employee locker policy (day/overnight)		

General Information			
X	Phase	Due By	Notes
	Decide and publish hours of operations		
	Create informational sheet listing all staff including managers and contact information		

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## HUMAN RESOURCES

To be Supervised by:	
Deadline:	

Management Hiring			
X	Phase	Due By	Notes
	Run ad for General Manager and hire		
	Run ad for Executive Chef and hire		
	Run ad for Managers and hire		
	Run ad for Sous Chefs and hire		
	Schedule receiving team		
	Establish organizational chart with roles and responsibilities		

Hourly Hiring			
X	Phase	Due By	Notes
	Run ads or local channels		
	Complete hiring training seminar with management team		
	Establish staffing pars for each position		
	Identify pay scale and SC procedure for all Employees		
	Create standard interview questionnaire		

Application and New Hire Paperwork			
X	Phase	Due By	Notes
	Create new hire packets		
	Supply management with applications		
	Print employee handbooks and paperwork		

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Setup Needs for Business			
X	Phase	Due By	Notes
	Workman's compensation		
	Liability insurance		
	Rollout platform for all eligible employees (pension)		
	Order required labor law and H&S posters and post		
	Determine emergency hospital/urgent care for employee and guest accidents		
	Post emergency care instructions		

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## KITCHEN OPERATIONS

To be Supervised by:	
Deadline:	

Menu Creation			
X	Phase	Due By	Notes
	Create breakfast menu		
	Create lunch menu		
	Create dinner menu		
	Create brunch menu		
	Create banquet menus		
	Create off-site catering menu		

Unique Items			
X	Phase	Due By	Notes
	Purchase digital clock for kitchen line		
	Label all shelving in dry storage and walk-in		
	Confirm mats ordered for all prep areas and behind the line		
	Order blue tape dispenser for kitchen		

Checklists and Standard Operating Procedures			
X	Phase	Due By	Notes
	Set-up sheets with pars		
	Create opening checklist		
	Create closing checklist		
	Create Department of Health checklist		
	Create prep lists with pars		
	Create recipe book with menu costing		
	Create count sheets		
	Create vendor list with contact information		

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Opening Order and Menu Prep			
X	Phase	Due By	Notes
	Opening orders set and communicated to vendors		
	Receiving and opening prep schedule completed		
	Friends and family menu created and printed		

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## BAR OPERATIONS

To be Supervised by:	
Deadline:	

Bar Layout			
X	Phase	Due By	Notes
	Create bar schematic with all product placement		
	Determine flow to bar and servers		
	Specify which glassware will be washed at bar		

Menu Creation			
X	Phase	Due By	Notes
	Create cocktail menu		
	Create beer list		
	Create wine list		
	Determine ingredient pars for all drinks		
	Compile recipe book for all cocktails		

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## MARKETING

To be Supervised by:	
Deadline:	

Coming Soon Collateral			
X	Phase	Due By	Notes
	Order opening business cards for management		
	Create "Opening Soon" banner		
	Create "Now Hiring" banner		

Secure Public Relations Partner			
X	Phase	Due By	Notes
	Obtain bids and select a firm		
	Obtain PR plan and implementation tasks		

Collateral Design-for Building			
X	Phase	Due By	Notes
	Design exterior door logos		
	Purchase restroom signs		
	Create storage signs		
	Create handwashing signs for the bathroom		
	Create fire zone exit signs		
	Design exterior signs and awning		
	Compile awards and press clippings		
	Create menu box design		

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<b>VIP/Grand Opening Party</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Identify list of VIPs: media, social influencers, vendor partners, and PPX guests		
	Select dates for event		
	Design invites for print and web		
	Confirm menu for event with Chef		
	Confirm staffing for event with GM		
	Send out invite for opening party		

<b>Create and Finalize Graphic Design Package</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Create Logo		
	Determine type/font for all communication and collateral		
	Determine business card design and order		
	Create menu design and layout		
	Create letterhead and stationary		
	Send out invite for opening party		
	Purchase "Thank you" cards for GM		
	Create gift card design and order		

<b>Social Media</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Create Facebook account		
	Create Instagram / tiktok account		
	Post daily photography of construction and updates for Instagram and Facebook		
	Compile marketing email list		

<b>Concierge Plan</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Concierge list for local area completed		
	Schedule opening concierge run in conjunction with marketing and GM		

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## INFORMATION TECHNOLOGY

To be Supervised by:	
Deadline:	

POS setup and implementation			
X	Phase	Due By	Notes
	Identify number of stations and locations		
	Confirm order with POS provider		
	Set date for installation and training		
	Handover training and database to GM		
	Run test tickets for all items in the kitchen		

Alarm and Security Camera Setup			
X	Phase	Due By	Notes
	Install alarm system		
	Identify control points		
	Confirm blueprint placement of all security		
	cameras - office, safe, kitchen, entry		

Telephone Setup			
X	Phase	Due By	Notes
	Confirm unit numbers and locations		
	Ensure numbers are correct online		
	Setup call forwarding where necessary		
	Setup voicemail and record hold message		
	Create 1-sheet directory for team		
	Ensure a portable device is ordered and compatible with system		
	Confirm fax line operation and number		

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<b>OpenTable /Quandoo/SevenRooms</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Order desktop, CPU, and license		
	Ensure floor chart and book are setup		
	Go live prior to opening to begin accepting reservations		
	Confirm private event page setup with pictures		
	Update link to OpenTable on website		

<b>Music Setup</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Confirm speaker placements on blueprints		
	Decide on content provider		
	Determine desired playlist and atmosphere		
	Create or retain playlist provider for music		
	Purchase IPOD or install 3rd party equipment		
	Confirm sound check test for control and speaker functionality		

<b>General Office/IT Setup</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Establish email distribution group for restaurant		
	Connect and test print/scan from all workstations		
	Confirm phone operations		
	Install monitoring software on all PC's		

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## PURCHASING

To be Supervised by:	
Deadline:	

Coffee Machine Ordering/Installation/Training			
X	Phase	Due By	Notes
	Identify placement and confirm necessary power pulled		
	Confirm appropriate water softness		
	Determine and purchase model		
	Confirm install date		
	Ensure staff is properly trained on using and cleaning machine		

Office Order Including Safe and Copy Machine			
X	Phase	Due By	Notes
	Purchase opening order with all necessary opening supplies		
	Order a safe and confirm install date		
	Ensure you ordered backups for all necessary supplies - printer toner, menu paper, etc.		

Tables and Chairs, Bar Stools			
X	Phase	Due By	Notes
	Determine design, styles, and quantity		
	Receive bids for furniture		
	Place order and schedule delivery		

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<b>MISC Bar Supplies</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Determine what bar supplies are needed		
	Prepare purchase order separated by vendor		
	Place order and schedule delivery		

<b>MISC Bar Supplies</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Select small ware designs for each dish		
	Establish PARS for each type of service wear		
	Prepare purchase order separated by vendor		
	Place order and schedule delivery		

<b>Wall Coverings</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Select artwork or wall coverings		
	Verify mounting needs and structural capability		
	Prepare purchase order separated by vendor		
	Place order and schedule delivery		

<b>Glassware</b>			
<b>X</b>	<b>Phase</b>	<b>Due By</b>	<b>Notes</b>
	Select all glassware for each type of drink		
	Establish PARS for each type of glassware		
	Prepare purchase order separated by vendor		
	Place order and schedule delivery		

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Source and Secure Specialty Vendors			
X	Phase	Due By	Notes
	Pest control		
	Florist/plant service		
	Linen supplier		
	Carpet cleaning		
	Grease trap		
	Hood cleaning		
	Specialty ice		
	Holiday decoration supplier		
	Banquet rental supplier		

MISC Supplies			
X	Phase	Due By	Notes
	Vacuum cleaner		
	Fire extinguishers with 6-month service		

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## GENERAL CONTRACTOR FOLLOW-UP

To be Supervised by:	
Deadline:	

Kitchen Equipment			
X	Phase	Due By	Notes
	Confirm drawings		
	Confirm specs and placement of all equipment		
	Warranty information filed		
	Any necessary permits filed and received		
	Installation of all equipment completed		
	Kitchen design proofed and finalized		
	Ensure all equipment is working and properly installed		
	Request all lien waivers and close-out documents to submit to landlord for tenant improvement allowance		

Electric			
X	Phase	Due By	Notes
	Drawings completed and confirmed		
	All necessary power specified for kitchen, prep, floor, IT, etc.		
	Inspection scheduled		
	Permits obtained		

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## TRAINING

To be Supervised by:	
Deadline:	

Kitchen Equipment			
X	Phase	Due By	Notes
	Prepare training schedule for all employees		
	Prepare and distribute schedule for first two week of operation		
	Identify any emergency hire needs		
	Create master calendar for group training - HR, POS, orientation, service standards, and menu		
	Define schedule for Friends and Family event		

Health & Safety Training			
X	Phase	Due By	Notes
	All managers and chefs complete online course for the HO - Management Food Handler's certificate, Allergen training, Alcohol Serving license, etc.		
	All managers trained and completed one full Department of Health walkthrough		

Training Preparation			
X	Phase	Due By	Notes
	Finalize desired steps of service		
	Complete all FOH training manuals		
	Complete all opening checklists		
	Complete all closing checklist		
	Complete all specific side work sheets		
	Select training team		

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## ABOUT RESTAURANT KEYS

Full Service Consultancy, Helping Investors, Brands and Operators  
Unlock The Full Potential of Their Hospitality Ventures.

Whether you are a private equity firm looking to turn around a brand in your portfolio, a brand seeking international growth or an existing operator looking to expand, a national chain in need of improving profitability, or an individual looking to develop an idea for a new food-service or restaurant, we can help.

If you like what you see, you can create a free Restaurant Keys Insider account and get instant access to our best tools.

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43 Berkeley Square, London,  
England, W1J 5AP

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