

Restaurant Opening Checklist Template

Pre-Opening Planning & Permits

Ensures all legal and foundational elements are in place before construction or renovations begin.

Business Plan Summary

Write something...

Business Structure (LLC, Sole Proprietorship, etc.)

- Sole Proprietorship
- Partnership
- LLC
- Corporation

Date of Incorporation/Registration

Enter date...

Estimated Startup Costs

Enter a number...

Copy of Business License

 Upload File

Liquor License Status (if applicable)

- Applied
- Approved
- Denied
- Not Required

Zoning Compliance Verification

Write something...

Restaurant Design & Construction

Covers build-out, layout, and initial equipment installation.

Square Footage of Dining Area

Enter a number...

Detailed Description of Kitchen Layout

Write something...

Architectural Blueprints

 Upload File

Number of Tables

Enter a number...

Flooring Material

- Tile
- Wood
- Concrete
- Other

Scheduled Completion of Construction

Enter date...

Description of Accessibility Compliance Features

Write something...

Equipment & Inventory

Checks the ordering, receiving, installation, and testing of kitchen equipment, furniture, and initial food/beverage inventory.

Quantity of Plates

Enter a number...

Quantity of Cutlery Sets

Enter a number...

Oven Temperature Calibration (Celsius)

Enter a number...

Refrigerator Temperature (Celsius)

Enter a number...

Dishwasher Sanitizer Level

- Acceptable
- Needs Adjustment

Inventory Categories Checked

- Dry Goods
- Produce
- Dairy
- Meat & Poultry
- Beverages

Equipment Manuals (e.g., Oven, Refrigerator)

 Upload File

Staffing & Training

Covers hiring, onboarding, and training of all restaurant staff.

Number of Employees Hired

Enter a number...

HR Paperwork Completion Status

- Complete
- In Progress
- Not Started

Summary of Initial Training Curriculum

Write something...

Date of Initial Food Handler Certification Training

Enter date...

Training Modules Completed (Select All That Apply)

- Customer Service
- Food Safety
- Point of Sale (POS) System
- Menu Knowledge
- Opening/Closing Procedures

Employee Training Records (Upload)

 Upload File

Uniform Distribution Status

- Complete
- In Progress
- Not Started

Name of Training Manager

Write something...

Menu & Recipes

Verifies recipe documentation, costing, menu design, and allergy information.

Recipe Documentation Complete?

Write something...

Sample Menu File (PDF)

 Upload File

Cost Per Dish (Average)

Enter a number...

Allergen Information Reviewed & Verified?

Write something...

Menu Pricing Strategy Approved?

- Yes
- No
- Pending

Dietary Restrictions Supported?

- Vegetarian
- Vegan
- Gluten-Free
- Dairy-Free
- Nut-Free

Notes on Menu Adjustments (if any)

Write something...

Point of Sale (POS) System

Confirms POS setup, user access, and transaction processing functionality.

POS System Version

Enter a number...

Payment Processor Integration Status

- Integrated
- Partially Integrated
- Not Integrated

Supported Payment Types

- Cash
- Credit Card
- Debit Card
- Mobile Payments (e.g., Apple Pay, Google Pay)

Last System Backup Date

Enter date...

Notes on User Access and Permissions

Write something...

Offline Mode Functionality Test

- Passed
- Failed
- Not Tested

Number of User Accounts Created

Enter a number...

Health & Safety Compliance

Addresses health permits, fire safety, and overall food safety protocols.

Food Handler's Permits Obtained?

- Yes
- No
- Pending

Fire Extinguisher Inspection Date

Enter a number...

Last Pest Control Service Date

Enter date...

Emergency Contact Information and Evacuation Plan

Write something...

Health Department Requirements Met (select all that apply)

- Water Source Approval
- Waste Disposal Approved
- Ventilation System Certified
- Grease Trap Installation
- Ice Machine Certification

Copy of Health Permit

 Upload File

First Aid Kit Stocked and Accessible?

- Yes
- No

Marketing & Pre-Launch

Covers marketing materials, social media setup, and pre-opening promotions.

Social Media Follower Goal (Pre-Launch)

Enter a number...

Date of First Social Media Post

Enter date...

Marketing Channels Utilized (e.g., Instagram, Facebook, Local Newspaper)

- Instagram
- Facebook
- Local Newspaper
- Email Marketing
- Local Radio
- Website/Blog
- Other

Summary of Pre-Launch Marketing Plan

Write something...

Sample Marketing Materials (e.g., flyers, social media graphics)

 Upload File

Public Relations Strategy - Type of Outreach

- Press Releases
- Influencer Marketing
- Local Community Engagement
- None

Date of First Press Release

Enter date...

Details of Influencer Collaboration Agreements (if applicable)

Write something...

Final Walkthrough & Inspections

Ensures all outstanding items are addressed and all inspections are completed successfully.

Scheduled Health Inspection Date

Enter date...

Scheduled Fire Safety Inspection Time

Fire Suppression System Inspection Result

- Pass
- Fail
- Pending

Temperature of Refrigeration Units (Fahrenheit)

Enter a number...

Notes from Health Inspector

Write something...

Overall Walkthrough Result

- Ready to Open
- Minor Corrections Needed
- Major Corrections Needed

Copy of Fire Safety Inspection Report

 Upload File

Inspector Signature

Opening Day Procedures

Details the steps to be followed on the first day of operation.

Scheduled Opening Time

Manager on Duty (Morning)

Write something...

Cash Drawer Start Amount

Enter a number...

Pre-Opening Tasks Completed (Check all that apply)

- Coffee/Beverage Station Ready
- Kitchen Prep Complete
- Server Stations Set
- Music/Ambience On
- Exterior Signage Visible

Initial Customer Feedback Notes (First Hour)

Write something...

Date of First Service

Enter date...

Number of Customers Served (First Hour)

Enter a number...

Unexpected Issues Encountered & Resolutions

Write something...