

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
Four Sets of Stamped Architectural Drawings	Contract Design - Phil Alenne (404) 307-5933		
Insurance Evaluation	Farmers Insurance 770-648-3101		
Pre-Const, During Const, Ops			
Liquor Bond	Farmers Insurance 770-648-3101		
Liability			
Workman's comp			
Solid waste/Dumpster/Compactor/Roll-off			
Used Fry Oil Removal Container	Call Clean Energy BioFuel 706-289-9976		
Cables & Wiring			
Cable Television	Comcast 770-286-9941 / Charter 404-545-5456		
Security Alarm Systems	ADT Joy Harrington 251-490-2497		
Equipment Installation & Repair	Syana Equipment Services 404-900-5636		
Telephone Lines-Internal			
POS & Computer Lines	POS System Call Postec - Alan Wright 404-606-7492		
Liquor License Survey	Survey Land Express 404-375-2727		
Local Sign Ordinances & Permits - Survey	Langley-St. Claire Signs 404-641-1531		
Handicap Regulations	Contract Design - Phil Alenne (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 770-772-9018		
Bulk Carbonation	NuCO2 Kenikie Lassiter 404-931-3699		
Fire Inspector Approval			
Sprinkler System Requirements			
Smoke Detectors/Smoke Eaters			
Fire Extinguishers			
Fire Alarm	ADT Joy Harrington 251-490-2497		
Task	Order By:	In Place by:	Person Responsible

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Evaluate Information Systems			
Register w/ All Gov't Agencies			
Obtain Fed Tax ID Number			
Set up Chart of Accounts/P&L Report		Russ Frederick 770-457-6606	
Payroll System	Kasey Grant - ChoiceHR 404-718-9774		
	Scan QR for Kasey's full contact info ---->		
Gas Service - New			
Gas South - Rob Kealler 404-805-7745			
Drawings/Plans	Contract Design - Phil Alenne (404) 307-5933		
Inspection			
Permit Requirements	Contract Design - Phil Alenne (404) 307-5933		
Installation			
Telephone Service- New			
VoIP	Comcast 770-286-9941 / Charter 404-545-5456		
Connect Security Alarm			
Inspection			
Permit Requirements			
Installation			
Business Class Internet Service	Comcast 770-286-9941 / Charter 404-545-5456		
Marketing and Advertising	Shayne Walsey 678-595-0509		
Public Relations			
Water Service - New			
Drawings/Plans			
Permit Requirements			
Sewer Service - New	CB Summer Construction 770-772-9018		
Drawings/Plans			
Inspection			
Permit Requirements			
Set up Waste & Recycling Service			
Set Up Grease Trap - Disposal Service	Apex Environmental - Pat Agnew 678-315-9392		
Fryer Oil Removal/Disposal Service	Clean Energy BioFuel 706-289-9976		
Federal Tax Incentives for Waste & Recycling	Diane Dixon 770-633-2570		
Electric Service- New			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation	CB Summer Construction 770-772-9018		
Land Surveyor (Drawings)	Survey Land Express 404-375-2727		
Task	Order By:	In Place by:	Person Responsible

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Banking			
Accountant	Carr, Riggs & Ingram Russ Frederick 770-457-6606		
Selection of Bank			
Construction Account			
Operational Account			
Payroll Account	Kasey Grant - ChoiceHR 404-718-9774		
Internet and PCI-DSS Security			
Deposit bags			
Credit Card Deposit Acc'ts			
Merchant Acct-AX, VISA/MC, Gift Cards	Heartland Payment Services 770-318-6472		
Mobile Payment Application			
Coupons and Special Offers	Shayne Walsey 678-595-0509		
Logo			
Type/Font Style			
Colors			
Size			
Business Cards	Carol Ryberg 678-699-2889 mysupplies.com		
Menus			mysupplies.com
Identify and choose menu covers if used.			
Printed Gift Certificates			mysupplies.com
Signs			
Letterhead			
Signage and Banners	Langley-St. Claire Signs 404-641-1531		
Lighted/Electrical/Neon/LED			
Coming soon/Opening date			
Monument			
Now hiring			
Menu Board			
No deliveries between...			
Hours of business			
Parking Lot (Handicap, Employee, Deliveries, etc.)			
Valet Sign			
Window Graphics			
ADA			
Restrooms			
Open/Closed			
Smoking			
Sidewalk Signs			
Temporary Roadside Signs			
Advertising Timetable			
Flyers & Advertising	Shayne Walsey 678-595-0509		
Evaluate Local Associations	Georgia Restaurant Association (404-695-2212)		
Task	Order By:	In Place by:	Person Responsible
Vendor List for:			

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Number of Spaces	Prestige Valet (404) 867-7275		
Resurfacing ††			
Entrance/Exits ††			
Lighting for Parking Lot ††			
Control Pre-Construction ††			
Control During Construction ††			
Valet Stand/Key Control	Prestige Valet (404) 867-7275		
Parking Lot Signage	Langley-St. Claire Signs 404-641-1531		
Handicap			
Reserved			
Valet			
Dumpster/Roll-Off Container			
Used Grease Container	Clean Energy BioFuel 706-289-9976		
Topographical Survey	Survey Land Express 404-375-2727		
Termite & Pest Pre-Treatment	Ecolab Pest-Michael Lay 470-345-7728		
During Construction	CB Summer Construction 770-772-9018		
Equipment Maintenance	Syana Equipment Services 404-900-5636		
Construction Timetable			
Estimated Time for Each Phase			
Estimated Completion Date			
Critical Path			
Construction Budget			
Sign Requirements/Restrictions	Langley-St. Claire Signs 404-641-1531		
Security	ADT Joy Harrington 251-490-2497		
Robbery Prevention			
Control of Access During Ops			
Control of Access During Const			
Double door safe			
Night drop			
PCI-DSS Security (Network Firewall)			
Keys			
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			
First aid box			
Informational Signage	Langley-St. Claire Signs 404-641-1531		
Restrooms			
Exit			
Task	Order By:	In Place by:	Person Responsible
Staffing	Talent Served - Joe Kelly 404-493-3631		

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Projected list of employee needs for each area of operation and Sources for recruiting.			
Front Desk/Hostess/Host			
Servers			
Wait Assistants			
Bartenders			
Cooks			
Prep Cooks			
Dishwashers			
Supervisors			
Managers	Talent Served - Joe Kelly 404-493-3631		
Internet/Social Media Manager			
Arrange for interview site, furniture, phones & supplies.	PREP Atlanta 404-920-4150		
Place employment ads in local newspapers & schedule recruiting missions.			
Review staffing manual for interviewing and hiring procedures. Establish target question list.			
Pre-Employment Screening			
Federal Tax Incentives for New Employees (WOTC)	Diane Dixon 770-633-2570		
Training			
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.	Postec - Alan Wright 404-606-7492		
Mystery Shopper Program			
Responsible Alcohol Service Training			
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.			
BOH Training			
Dishmachine Training	Ecolab 470-891-2840		
MSDS location	Ecolab 470-891-2840		
Hiring (legal vs. illegal questions, ADA, etc.)	Kasey Grant - ChoiceHR 404-718-9774		
Restaurant standards and systems			
Background Checks			
Task	Order By:	In Place by:	Person Responsible
Human Resources	Kasey Grant - ChoiceHR 404-718-9774		
Selection of Manager	Talent Served - Joe Kelly 404-493-3631		

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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	Talent Served - Joe Kelly 404-493-3631		
Evaluation of Kitchen Manager			
Employee Performance Evaluation/Surveys			
Training Program for Employees English/Spanish			
Uniforms			
Dress Code			
Establish Work Schedules			
Reports			
Food/Bev/Covers/Avg Ck/Sales Mix			
Comparisons to Budget			
Organizational Charts by Department			
Dining Room			
Bar			
Kitchen			
Administration			
Employee Applications			
Employee Manuals English/Spanish			
Employee Feedback Surveys			
Responsible Alcohol Service Training			
Training - Hispanic			
Hiring of Employees			
Training of Employees			
Establish employee meal policy			
Employee Applications & Employee New Hire Kits			
English / Spanish			
I - 9 and Tax Forms	Carr, Riggs & Ingram Russ Frederick 770-457-6606		
Background Check Consent Form			
Health cards			
Server/Bartender/Entertainment Permits			
Orientation			
Pre-Opening/Training schedule			
Operational schedule			
ServSafe™ Training	PREP Atlanta 404-920-4150		
Task	Order By:	In Place by:	Person Responsible
Kitchen Operations/Service Operations			
Set-up sheets with pars	PFG - Jay 404-409-7559		
Opening checklists			

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Closing checklists			
Prep lists with pars			
Standardized recipe book			
Freezer pull sheets			
Inventory forms.			
Electric bug killer for back door?	Ecolab Pest-Michael Lay 470-345-7728		
Door Mats & Chefs Mats			
Recycle Bins			
Federal Tax Incentives for Waste & Recycling	Diane Dixon 770-633-2570		
Employee Bulletin Board - English & Spanish			
Required Postings -- OSHA, safety, minimum wage, etc.			
Spanish Language Posters			
Workman's comp	Farmers Insurance 770-648-3101		
Emergency hospital & Doctor			
Wage & hour			
Employee lockers			
Job descriptions			
Operational Manuals			
Safety manual			
Financial manual	Russ Frederick 770-457-6606		
Catering manual			
Kitchen manual			
English/Spanish Manuals			
Business Internet service	Comcast 770-286-9941 / Charter 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			
Television & Music			
ASCAP/BMI Arrangements	Georgia Restaurant Association (404-695-2212)		
Satellite Music System			
Task	Order By:	In Place by:	Person Responsible
Hours of Operation			
Estimated Hours of Operation			
Bar			

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Restaurant			
Entertainment			
Opening			
On Going			
Preliminary Menu			
Test Kitchen & Off Site Training	PREP Atlanta 404-920-4150		
Children's Menus	Carol Ryberg 678-699-2889 mysupplies.com		
Children amenities			
Baby bibs			mysupplies.com
Birthday Favors			mysupplies.com
Crayons			mysupplies.com
Lunch			
Dinner			
Catering			
Brunch			
Banquet			
Menu Pricing Range	PREP Atlanta 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			
Ecolab Joshua Dressendofer 470-891-2840			
Hoods/Exhaust Systems	HOOD-PRO, INC (678) 494-6893 Ext. 104		
Equipment	Syana Equipment Services 404-900-5636		
Dish Machine		Ecolab 470-891-2840	
Walk-In Refrigeration	Syana Equipment Services 404-900-5636		
Kitchen and Floors			
Grease Traps	Apex Environmental - Pat Agnew 678-315-9392		
Sidewalks			
Pest Control Pre-Treatment & Rat Traps		Ecolab Pest 470-345-7728	
Food Safety Audit/Walk Through			
Task	Order By:	In Place by:	Person Responsible
Equipment, Smallwares & Supplies	Carl Muth 404-545-5456		
Collect all warranties for new equipment and send in cards.			
Place all equipment information and Service Agents in a notebook for reference.			
Kitchen			

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Dining Room			
Bar			
Office			
Food Inventory			
Bar Inventory			
Supplies Inventory			
Kitchen Design and Equipment List			
Hoods and Exhaust	HOOD-PRO, INC (678) 494-6893 Ext. 104		
Fire Suppression Systems			
Punch List	Contractor	CB Summer Construction 770-772-9018	
	Subcontractors		
	Out-side Contractors		
Recycle Bins			
Equipment checkout (burn-in/calibration)	Syana Equipment Services 404-900-5636		
Ice Machines			
Cooking Equipment			
Dish Machine			
Refrigeration Equipment			
Coffee & Tea Equipment			
Hand Wash Stations			
Soap		Ecolab 470-891-2840	
Sanitizer			
Towel Dispensers			
Hand wash signs			
Kitchen Clock			
Anti-fatigue mats			
Set up dish machine service		Ecolab 470-891-2840	
Clean, organize and label all shelving:			
Dry Storage			
Walk-Ins Temperature Sensors	ADT Joy Harrington 251-490-2497		
Walk-in			
Freezer			
Supply area			
Service Area			
Chemical Storage		Ecolab 470-891-2840	
Bar Storage			
Draft Beer Walk-in		A Head for Profits 404-900-8111 (Megan Cathey)	
Bulk Carbonation		NuCO2 Kenikie Lassiter 404-931-3699	
Task	Order By:	In Place by:	Person Responsible
Kitchen Utensils	Carl Muth 404-545-5456		
Produce List			
Obtain Bids			
Place Order			
Receive Order			

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Small Wares Order	Carl Muth 404-545-5456		
Produce list			
Obtain bids			
Place Order			
Receive Order			
Tabletop Selection	Carl Muth 404-545-5456		
Plateware			
Flatware			
Glassware			
linen			
Select Wall Covering			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			
Select Tables	Carl Muth 404-545-5456		
Obtain Bids			
Order			
Arrange Delivery			
Select Chairs	Carl Muth 404-545-5456		
Obtain Bids			
Order			
Arrange Delivery			
Apply Scotchguard protection			
High Chairs & Boosters			
Arrange Delivery			
Select Floor Covering			
Obtain Bids			
Order			
Arrange Installation			
Door Mats & Chefs Mats			
Task	Order By:	In Place by:	Person Responsible
Bar Operation & Beverage Service		A Head for Profits 404-900-8111	
Set up Carbonation Service	NuCO2 Kenikie Lassiter 404-931-3699		
Beverage station			
cups			mysupplies.com
lids			mysupplies.com
holders			mysupplies.com

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sodas			
dairy			
canned juices			
bev naps			mysupplies.com
straws			mysupplies.com
Coffee & Tea Equipment: Leasing & Service			
Wine Dispensing and Sales	Jeff Libby 770-778-0341		
Soda System	NuCO2 Kenikie Lassiter 404-931-3699		
Bar Mats			
Well liquor selection			
Call liquor selection			
Premium liquor selection			
Beer Selection			
Draft System Equipment & Maintenance	A Head for Profits 404-900-8111 (Megan Cathey)		
Responsible Alcohol Service Training	Damon Sheppard 404-246-8483		
Wine Selection	Jeff Libby 770-778-0341		
Supplier Wine Training Program			
Wine List Design			
Wine List Publication			
Wine Openers			
Wine buckets and stands			
Enomatic Wine Dispensing Units	Jeff Libby 770-778-0341		
Standardized Recipe and Glassware			
Garnish Guide			
Paper Products	Carol Ryberg 678-699-2889 mysupplies.com		
Guest Checks			
POS Supplies			
Take out			
ECO Paper Products			
Bathroom			
Task	Order By:	In Place by:	Person Responsible
Linen Service			
Table top Laundry (Rental)			
Uniform Laundry (Rental)			
Uniform order			
Janitorial supplies	Carol Ryberg 678-699-2889 mysupplies.com		
Hard goods			

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Wet Floor Cones			
Mop Buckets			
Mops			
Bar Towels			
Vacuum			
Hand towel dispensers			
Squeegees			
Office Equipment	Carol Ryberg 678-699-2889 mysupplies.com		
Office Furniture			
Desk			
Chair			
Filing cabinets			
Computer System			
Color Monitor			
Color Printer			
ISP Internet service	Comcast 770-286-9941 / Charter 404-545-5456		
Software			
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			
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 Development			
Website:			
Domain Registration			
Set up website hosting			
Website design and develop			
Ensure website mobile responsive/optimized			
Set up Google analytics on website			

