# **Restaurant Pre-Opening Checklist**

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

Pro	hattai	<b>Opening</b>	Data:
$\Gamma$ 10	lected	Openina	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.

2) Have standard credit she			• .	ccounts.
3) Make contractors phone list fo	r post oper	ning emergenc Order By:	ies. In Place by:	Person Responsible
Four Sets of Stamped Architectural D	Orawings			e (404) 307-5933
Insurance Evaluation	orawingo -	JOHN GOLDON	ight i mi / uom	(101) 001 0000
Pre-Const, During Const, Ops				
Liquor Bond				
Liability				
Workman's comp				
Solid waste/Dumpster/Compactor	r/Roll-off			
Used Fry Oil Removal Container		Call Clean E	nergy BioFuel 7	06-289-9976
Cables & Wiring				
Cable Television		Comcast 770	-286-9941 / Cha	rter 404-545-5456
Security Alarm Systems		<b>ADT Susann</b>	a <u>916-790-4810</u>	
Equipment Installation & Repair				
Telephone Lines-Internal				
POS & Computer Lines	<b>POS Syste</b>	em Call Posted	- Alan Wright 4	04-606-7492
Liquor License Survey	Survey La	nd Express 40	<u> </u>	
<b>Local Sign Ordinances &amp; Permits</b>	- Survey	Langley-St. 0	Claire Signs 404	<u>-641-1531</u>
Handicap Regulations	Contract I	<u> Design - Phil A</u>	lenne (404) 307-	<u>-5933</u>
Ansel System Requirements				
Hood Cleaning		HOOD-PRO,	INC (678) 494-68	893 Ext. 104
Hire Pest Control Company		<b>Ecolab Pest-</b>	Michael Lay 470	)-345-772 <u>8</u>
Emergency Lighting	CB Summer Construction 770-772-9018			
Bulk Carbonation		NuCO2 Kenil	kie Lassiter 404	<u>-931-3699</u>
Fire Inspector Approval				
Sprinkler System Requirements				
Smoke Detectors/Smoke Eaters				
Fire Extinguishers				
Fire Alarm		<b>ADT Susann</b>	a 916-790-4810	
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Task	Order By:	In Place by:	Person Responsible
Evaluate Information Systems	J 25.		- J. CO. MOOP OHOLOIG
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	Kasev Grant	- ChoiceHR 404	
Gas Service - New			
Gas South - 678-265-0772			
Drawings/Plans	<b>Contract Des</b>	sign - Phil Alenn	e (404) 307-5933
Inspection			
Permit Requirements	<b>Contract Des</b>	sign - Phil Alenn	e (404) 307-5933
Installation			
Telephone Service- New			
VoIP	Comcast 770	)-286-9941 / Cha	rter 404-545-5456
Connect Security Alarm			
Inspection			
Permit Requirements			
Installation			
<b>Business Class Internet Service</b>	Comcast 770	)-286-9941 / Cha	rter 404-545-5456
Marketing and Advertising	Shavna Wala	504 679 EDE DED	<u> </u>
Marketing and Advertising Public Relations	Shayne wais	sey 678-595-0509	9
Public Relations			
Water Service - New			
Drawings/Plans			
Permit Requirements			
Sewer Service - New	<b>CB Summer</b>	Construction 77	<del>70-772-9018</del>
Drawings/Plans			
Inspection			
Permit Requirements			
Set up Waste & Recycling Service			
Set Up Grease Trap - Disposal Service	<b>Apex Enviro</b>	nmental - Pat Ac	new 678-315-9392
Fryer Oil Removal/Disposal Service	Clean Energy BioFuel 706-289-9976		
Federal Tax Incentives for Waste & Recycling			
Electric Service- New			
Drawings/Plans			
Inspection			
Permit Requirements			
Installation	<b>CB Summer</b>	Construction 77	<u>70-772-9018</u>
Land Surveyor (Drawings)	<b>Survey Land</b>	<b>Express 404-37</b>	<u> </u>

Banking Accountant Carr, Riggs & Ingram Russ Frederick 770-457-6606 Selection of Bank Construction Account Operational Account Payroll Account Regional Account Payroll Account Regional Account	In Place by: Person Responsible	Order By:	(
Accountant  Selection of Bank Construction Account Operational Account Payroll Account Responsible to the selection of Bank Construction Account Payroll Account Responsible to the selection of Bank Responsible to the selection of Ban			king
Construction Account Operational Account Payroll Account Internet and PCI-DSS Security Deposit bags Credit Card Deposit Acc'ts Merchant Acct-AX, VISA/MC, Gift Cards Mobile Payment Application Coupons and Special Offers Logo Type/Font Style Colors Size Business Cards Menus Identify and choose menu covers if used. Printed Gift Certificates Signs Letterhead Signs Letterhead Signsa Laighted/Electrical/Neon/LED Coming soon/Opening date Monument Now hiring Men 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 Timetable Flyers & Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509	n Russ Frederick 770-457-6606	s & Ingram Ru	ountant Carr, Rigg
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Menus Identify and choose menu covers if used.  Printed Gift Certificates Signs Letterhead Signage and Banners 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  Menu Covers if used.  mysupplies. mysupp			
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Printed Gift Certificates  Signs  Letterhead  Signage and Banners  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	mysupplies.com		us
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Signage and Banners  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			S
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			rhead
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	St. Claire Signs 404-641-1531	Langley-St. C	age and Banners
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  Menu Board Now Henu Board Nell Company Seliveries, etc.)  Advertising Timetable Shayne Walsey 678-595-0509			Lighted/Electrical/Neon/LED
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			Coming soon/Opening date
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			Monument
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			Now hiring
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			Menu Board
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			No deliveries between
Valet Sign Window Graphics ADA Restrooms Open/Closed Smoking Sidewalk Signs Temporary Roadside Signs Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509			Hours of business
Window Graphics ADA Restrooms Open/Closed Smoking Sidewalk Signs Temporary Roadside Signs Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509	, etc.)	, Deliveries, etc	Parking Lot (Handicap, Employee
ADA Restrooms Open/Closed Smoking Sidewalk Signs Temporary Roadside Signs Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509			Valet Sign
Restrooms Open/Closed Smoking Sidewalk Signs Temporary Roadside Signs Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509			Window Graphics
Open/Closed Smoking Sidewalk Signs Temporary Roadside Signs Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509			ADA
Smoking Sidewalk Signs Temporary Roadside Signs Advertising Timetable Flyers & Advertising Shayne Walsey 678-595-0509			Restrooms
Sidewalk Signs Temporary Roadside Signs  Advertising Timetable  Flyers & Advertising  Shayne Walsey 678-595-0509			Open/Closed
Temporary Roadside Signs  Advertising Timetable  Flyers & Advertising  Shayne Walsey 678-595-0509			Smoking
Advertising Timetable  Flyers & Advertising Shayne Walsey 678-595-0509			Sidewalk Signs
Advertising Timetable  Flyers & Advertising Shayne Walsey 678-595-0509			Temporary Roadside Signs
			· · · · · · · · · · · · · · · · · · ·
	Valsey 678-595-0509	<b>Shayne Wals</b>	s & Advertising
Evaluate Local Associations Georgia Restaurant Association (404-695-2212)	Association (404-695-2212)	estaurant Ass	-

Task	Order By:	In Place by:	Person Responsible
Vendor List for:	oraci zy:		
Dishmachine/Cleaning Supplies	Ecolab 678-9	910-2780	
Food			<u>!</u>
Liquor			
Supplies			
Contact Salespersons			
Credit Applications on File			
List of References			
Inventory			
Initial / Pre-Opening			
Replacement			
Par Stock & Ordering Forms			
Outside Services			
Accountant Carr, Rigg	s & Ingram R	uss Frederick 77	<u>70-457-6606</u>
Janitorial		Ecolab 678-910	)- <u>2780</u>
Valet Parking		Prestige Valet	(404) 867-7275
Pest Control		<b>Ecolab Pest 47</b>	0-345-7728
Waste Removal			
Linen Service			
Merchant Services	<b>Heartland Pa</b>	ayment Services	770-318-6472
Recycle your used Fry Oil	Clean Energy BioFuel 706-289-9976		
Recycling			
Hood Cleaning	HOOD-PRO,	INC (678) 494-6	893 Ext. 104
Brewing equipment installation, service and	maintenance	Megan 404-372-	0362
Network Administrator			
Public Relations			
POS System Call Postec - Alan Wright 404-6	06-7492		
Wiring			
Installation			
Training			
PCI-DSS Security (Legal)	<b>Charles Hof</b>	404-245-6751	
Security Breach Insurance (PCI-DSS)			
Primary Vendor Selection/Approved vendor	list	PREP Atlanta 4	04-920-4150
Local contact w/ name number			
Establish credit, delivery schedule			
P - O - S materials			
Initial marketing support	<b>Shayne Wals</b>	sey 678-595-050	9
<u> </u>			

Task		Order By:	In Place by:	Person Responsible
Parking Lot	<b>CB Summ</b>	er Construction	on 770-772-9018	
Number of Spaces	<b>Prestige V</b>	alet (404) 867-	7275	
Resurfacing ††	•			
Entrance/Exits ††				
Lighting for Parking Lot ††				
Control Pre-Construction ††				
Control During Construction ††				
Valet Stand/Key Control	<b>Prestige V</b>	alet (404) 867-	7275	
Parking Lot Signage	Langley-S	t. Claire Signs	404-641-1531	
Handicap				
Reserved				
Valet				
Dumpster/Roll-Off Container				
Used Grease Container	<b>Clean Ene</b>	rgy BioFuel 70	06-289-9976	
Topographical Survey	<b>Survey La</b>	nd Express 40	4-375-2727	
Termite & Pest Pre-Treatment		<b>Ecolab Pest-</b>	Michael Lay 470	)-345-7728
During Construction	<b>CB Summ</b>	er Construction	on 770-772-9018	
Equipment Maintenance	Rest Sys I	/laint-Joe DeV	ita 404-904-6400	<u> </u>
Construction Timetable				
Estimated Time for Each Phase				
Estimated Completion Date				
Critical Path				
Construction Budget				
Sign Requirements/Restrictions		Langley-St. C	Claire Signs 404	<u>-641-1531</u>
Security		<b>ADT Susanna</b>	a <u>916-790-4810</u>	
Robbery Prevention				
Control of Access During Ops				
Control of Access During Const				
Double door safe				
Night drop				
<b>PCI-DSS Security (Network Firew</b>	all)			
Keys				
Make list of keys needed in store. H	lave all coole	ers, equipment,	etc. keys same	as doors.
Collect all keys upon installation.				
Re-key just before opening				
First aid box				
Informational Signage		Langley-St. C	Claire Signs 404	<u>-641-1531</u>
Restrooms				
Exit				

Task	Order By:	In Place by:	Person Responsible
Staffing		ed - Joe Kelly 40	
Projected list of employee needs for each area			
Front Desk/Hostess/Host		110 0001000 101 10	T and the second
Servers			
Wait Assistants			
Bartenders			
Cooks			
Prep Cooks			
Dishwashers			
Supervisors			
Managers	Talent Serve	ed - Joe Kelly 40	4-493-3631
Internet/Social Media Manager		1	
Arrange for interview site, furniture, phones	& supplies.	PREP Atlanta	104-920-4150
Place employment ads in local newspapers & se		*	
Review staffing manual for interviewing and hiri			question list.
Pre-Employment Screening	1	<u> </u>	1
Federal Tax Incentives for New Employees (	WOTC)		
Training	1		
Identify dates of training allowing for "dry run" or	soft opening	" time.	
Develop bar opening checklist.			
Develop kitchen-opening checklist & for all depart	artments: oper	n, close & manage	ers.
Document and train management and staff.			
Organize orientation materials.			
Develop sidework schedules for all FOH			
Set up POS training for management & crew.	Postec - Ala	n Wright 404-60	6-7492
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 678-91	<u>0-2780</u>
MSDS location		Ecolab 678-91	0-2780
Hiring (legal vs. illegal questions, ADA, etc.)	<b>Kasey Gran</b>	t - ChoiceHR 404	<u>1-718-9774</u>
Restaurant standards and systems			
Background Checks			
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Task	Order By:	In Place by:	Person Responsible
Human Resources		- ChoiceHR 404	· · · · · · · · · · · · · · · · · · ·
Selection of Manager	<b>Talent Serve</b>	d - Joe Kelly 404	4-493-3631
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	<b>Talent Serve</b>	d - Joe Kelly 404	4-493-3631
Evaluation of Kitchen Manager			
Employee Performance Evaluation/Surveys			
Training Program for Employees English/Spanis	sh		
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			
<b>Employee Feedback Surveys</b>			
Responsible Alcohol Service Training			
Training - Hispanic			
Hiring of Employees			
Training of Employees			
Establish employee meal policy			
Employee Applications & Employee New Hire	e Kits	Kasey Grant - Ch	noiceHR 404-718-9774
English / Spanish			
I - 9 and Tax Forms Carr, Rigg	s & Ingram Ru	uss Frederick 77	<u>′0-457-6606</u>
Background Check Consent Form			
Health cards			
Server/Bartender/Entertainment Permits			
Orientation			
Pre-Opening/Training schedule			
Operational schedule			
ServSafe™ Training	PREP Atlanta	a 404-920-4150	

Task	Order By:	In Place by:	Person Responsible
Kitchen Operations/Service Operations			
Set-up sheets with pars			
Opening checklists			
Closing checklists			
Prep lists with pars			
Standardized recipe book			
Freezer pull sheets			
Inventory forms.			
Electric bug killer for back door?	<b>Ecolab Pes</b>	t-Michael Lay 47	0-345-7728
Door Mats & Chefs Mats			
Recycle Bins			
Federal Tax Incentives for Waste & Recycling	 ]		-
Employee Bulletin Board - English & Span	ish	Kasey Grant - C	hoiceHR 404-718-9774
Required Postings OSHA, safety, minimum	wage, etc.		
Spanish Language Posters			
Workman's comp			
Emergency hospital & Doctor			
Wage & hour			
Employee lockers			
Job descriptions			
Operational Manuals			
Safety manual			
Financial manual	<b>Russ Frede</b>	rick 770-457-660	<u>6</u>
Catering manual			
Kitchen manual			
English/Spanish Manuals			
Business Internet service	Comcast 77	0-286-9941 / Ch	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			
Television & Music			
ASCAP/BMI Arrangements	Georgia Re	staurant Associa	ation (404-695-2212)
Satellite Music System			

Hours of Operation  Estimated Hours of Operation  Bar  Restaurant  Entertainment  Opening  On Going  Preliminary Menu  Test Kitchen & Off Site Training  Children's Menus  Carol Ryberg 678-699-2889 mysupplies.com  Children amenities  Baby bibs  Birthday Favors  Crayons  Lunch  Dinner  Catering  Brunch  Banquet  Menu Pricing Range  Menu Cost & Portion Guide  Standard recipe binder  Table Arrangement  Section ( wait station) Maps  Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780  Hoods/Exhaust Systems  Equipment  Rest Sys Maint-Joe DeVita 404-904-6400  Kitchen and Floors  Rest Sys Maint-Joe DeVita 404-904-6400  Kitchen and Floors	Task	Order By:	In Place by:	Person Responsible
Estimated Hours of Operation Bar Restaurant Entertainment Opening On Going  Preliminary Menu Test Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Baby bibs Birthday Favors Crayons Ununch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors		J. 2.5. 27.		. Siedii Noopeiidisie
Bar Restaurant Entertainment Opening On Going  Preliminary Menu Test Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Birthday Favors Crayons Birthday Favors Crayons Birthday Favors Cratering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Eish Machine Ecolab 678-910-2780 Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	•			
Restaurant Entertainment Opening On Going  Preliminary Menu Test Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Birthday Favors Crayons Unnch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Ecolab 678-910-2780 Walk-In Refrigeration Kitchen and Floors				
Entertainment Opening On Going  Preliminary Menu Test Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Baby bibs Birthday Favors Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems Equipment Dish Machine Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors				
Opening On Going  Preliminary Menu  Prest Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Baby bibs Brithday Favors Crayons Birthday Favors Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Ecolab 678-910-2780 Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors				
On Going  Preliminary Menu  Test Kitchen & Off Site Training Children's Menus Children amenities Baby bibs Baby bibs Birthday Favors Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Ecolab 678-910-2780 Walk-In Refrigeration Kitchen and Floors				
Preliminary Menu Test Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Birthday Favors Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Ecolab 678-910-2780 Walk-In Refrigeration Kitchen and Floors				
Test Kitchen & Off Site Training Children's Menus Carol Ryberg 678-699-2889 mysupplies.com Children amenities Baby bibs Baby bibs Birthday Favors Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Ecolab G78-910-2780 Walk-In Refrigeration Kitchen and Floors				
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Children amenities Baby bibs Baby bibs Brithday Favors Crayons Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Walk-In Refrigeration Kitchen and Floors		PREP Atlant	a 404-920-4150	
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 Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors		Carol Ryber	g 678-699-2889	mysupplies.com
Birthday Favors Crayons Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	Children amenities			
Birthday Favors Crayons Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	Baby bibs			mysupplies.com
Crayons Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	Birthday Favors			
Lunch Dinner Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Walk-In Refrigeration Kitchen and Floors	·			
Catering Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Rest Sys Maint-Joe DeVita 404-904-6400 Ecolab 678-910-2780 Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors				
Brunch Banquet Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Dish Machine Rest Sys Maint-Joe DeVita 404-904-6400 Ecolab 678-910-2780 Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	Dinner			
Banquet  Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	Catering			
Menu Pricing Range Menu Cost & Portion Guide Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Walk-In Refrigeration Kitchen and Floors	Brunch			
Menu Cost & Portion Guide  Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Walk-In Refrigeration Kitchen and Floors	Banquet			
Standard recipe binder  Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine  Walk-In Refrigeration Kitchen and Floors	Menu Pricing Range	<b>PREP Atlant</b>	a 404-920-4150	
Table Arrangement Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Ecolab 678-910-2780 Walk-In Refrigeration Kitchen and Floors	Menu Cost & Portion Guide			
Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Ecolab 678-910-2780 Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors	Standard recipe binder			
Section ( wait station) Maps Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780 Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Ecolab 678-910-2780 Walk-In Refrigeration Rest Sys Maint-Joe DeVita 404-904-6400 Kitchen and Floors				
Opening and Closing Sidework Assignments  Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780  Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104  Equipment Rest Sys Maint-Joe DeVita 404-904-6400  Dish Machine Walk-In Refrigeration Kitchen and Floors	Table Arrangement			
Pre-Opening Cleaning and Sanitation  Ecolab Will Roeder 678-910-2780  Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104  Equipment Rest Sys Maint-Joe DeVita 404-904-6400  Dish Machine Ecolab 678-910-2780  Walk-In Refrigeration Kitchen and Floors	Section ( wait station) Maps			
Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Walk-In Refrigeration Kitchen and Floors  HOOD-PRO, INC (678) 494-6893 Ext. 104 Rest Sys Maint-Joe DeVita 404-904-6400 Rest Sys Maint-Joe DeVita 404-904-6400	Opening and Closing Sidework Assignments			
Ecolab Will Roeder 678-910-2780Hoods/Exhaust SystemsHOOD-PRO, INC (678) 494-6893 Ext. 104EquipmentRest Sys Maint-Joe DeVita 404-904-6400Dish MachineEcolab 678-910-2780Walk-In RefrigerationRest Sys Maint-Joe DeVita 404-904-6400Kitchen and FloorsKitchen Sys Maint-Joe DeVita 404-904-6400				
Ecolab Will Roeder 678-910-2780Hoods/Exhaust SystemsHOOD-PRO, INC (678) 494-6893 Ext. 104EquipmentRest Sys Maint-Joe DeVita 404-904-6400Dish MachineEcolab 678-910-2780Walk-In RefrigerationRest Sys Maint-Joe DeVita 404-904-6400Kitchen and FloorsKitchen Sys Maint-Joe DeVita 404-904-6400				
Hoods/Exhaust Systems HOOD-PRO, INC (678) 494-6893 Ext. 104 Equipment Rest Sys Maint-Joe DeVita 404-904-6400 Dish Machine Walk-In Refrigeration Kitchen and Floors  HOOD-PRO, INC (678) 494-6893 Ext. 104 Rest Sys Maint-Joe DeVita 404-904-6400 Rest Sys Maint-Joe DeVita 404-904-6400				
Ecolab Will Roeder 678-910-2780Hoods/Exhaust SystemsHOOD-PRO, INC (678) 494-6893 Ext. 104EquipmentRest Sys Maint-Joe DeVita 404-904-6400Dish MachineEcolab 678-910-2780Walk-In RefrigerationRest Sys Maint-Joe DeVita 404-904-6400Kitchen and FloorsKitchen Systems				
Hoods/Exhaust Systems  HOOD-PRO, INC (678) 494-6893 Ext. 104  Equipment  Dish Machine  Ecolab 678-910-2780  Walk-In Refrigeration  Kitchen and Floors	<b>Pre-Opening Cleaning and Sanitatio</b>	n		
Equipment  Dish Machine  Walk-In Refrigeration  Kitchen and Floors  Rest Sys Maint-Joe DeVita 404-904-6400  Rest Sys Maint-Joe DeVita 404-904-6400	Ecolab Will Roeder 678-910-2780			
Dish Machine  Walk-In Refrigeration  Kitchen and Floors  Ecolab 678-910-2780  Rest Sys Maint-Joe DeVita 404-904-6400	Hoods/Exhaust Systems	HOOD-PRO,	INC (678) 494-6	893 Ext. 104
Walk-In Refrigeration  Kitchen and Floors  Rest Sys Maint-Joe DeVita 404-904-6400	Equipment	<b>Rest Sys Ma</b>	nint-Joe DeVita	104-904-6400
Kitchen and Floors	Dish Machine		Ecolab 678-91	0-2780
	Walk-In Refrigeration	<b>Rest Sys Ma</b>	int-Joe DeVita 4	<del>104-904-6400</del>
Grease Trans Anex Environmental - Pat Agney 678-215-0203	Kitchen and Floors			
The Little Commental - 1 at Agricul 070-313-333	Grease Traps	<b>Apex Enviro</b>	nmental - Pat A	gnew 678-315-9392
Sidewalks	Sidewalks			
Pest Control Pre-Treatment & Rat Traps <u>Ecolab Pest 470-345-7728</u>	Pest Control Pre-Treatment & Rat Traps		<b>Ecolab Pest 47</b>	70-345-7728
Food Safety Audit/Walk Through	Food Safety Audit/Walk Through			

Task		Order By:	In Place by:	Person Responsible
	t, Smallwares & Supplies		eves 404-784-87	
	arranties for new equipment an			
	uipment information and Service			erence.
Kitchen				
Dining Room				
Bar				
Office				
Food Invento	urv.			
Bar Inventory	•			
Supplies Inve				
	ign and Equipment List			
Hoods and I		HOOD PPO	INC (678) 494-6	903 Evt 104
	ssion Systems	HOOD-PRO,	114C (078) 494-0	093 EXt. 104
Punch List	Contractor	CD Cummer	Construction 7	70 772 0040
Punch List		CB Summer	Construction 7	<u>/U-//2-9018</u>
-	Subcontractors Out side Contractors		•	
Deevele Bin	Out-side Contractors		•	
Recycle Bin		Doot Cyc Mo	int les DeVite (	104 004 0400
Equipment	checkout (burn-in/calibration)	Rest Sys Ma	int-Joe DeVita 4	<del>104-904-6400</del>
	Ice Machines			
	Cooking Equipment			
	Dish Machine			
-	Refrigeration Equipment		ļ	
	Coffee & Tea Equipment		1	1
Hand Wash	Stations			
	Soap		Ecolab 678-910	<u>0-2780</u>
	Sanitizer			
	Towel Dispensers			
	Hand wash signs			
Kitchen Clo	ck			
Anti-fatigue	mats			
Set up dish	machine service		Ecolab 678-910	<u>0-2780</u>
Clean, organ	nize and label all shelving:			
Dry Storage				
Walk-Ins Te	mperature Sensors	<b>ADT Susann</b>	a 916-790-4810	
Walk-in				
Freezer				
Supply area				
Service Area				
Chemical Sto	orage		Ecolab 678-910	0-2780
Bar Storage				
Draft Beer W	alk-in	A Head for P	rofits 404-900-8	111 (Megan Cathey)
Bulk Carbona	ation	NuCO2 Keni	kie Lassiter 404	-931-3699
_				
		-		

Task	Order By:	In Place by:	Person Responsible
Kitchen Utensils	Rebecca Ste	eves 404-784-87	<u>74</u>
Produce List			
Obtain Bids			
Place Order			
Receive Order			
Small Wares Order	Rebecca Ste	eves 404-784-87	<u>774</u>
Produce list			
Obtain bids			
Place Order			
Receive Order			
Tabletop Selection	Rebecca Ste	eves 404-784-87	74
Plateware			
Flatware			
Glassware			
linen			
Select Wall Covering			
Obtain Bids			
Order			
Arrange Delivery			
Accept per Order			
	_	<u></u>	
Select Tables	Rebecca Ste	eves 404-784-87	<u>'74</u>
Obtain Bids			
Order			
Arrange Delivery			
0.1.401.1	D 1 01	101 701 07	<u> </u>
Select Chairs	Rebecca Ste	eves 404-784-87	<u>774</u>
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			fits 404-900-8111
Set up Carbonation Service	NuCO2 Keni	kie Lassiter 404	
Beverage station	Rebecca Steeves 404-784-8774		
cups			mysupplies.com
lids			mysupplies.com
holders			mysupplies.com
sodas	1		
dairy			
canned juices			
bev naps			mysupplies.com
straws			mysupplies.com
Coffee & Tea Equipment: Leasing & Service			
Wine Dispensing and Sales	Enomatic 40	<u>4-435-6609</u>	
Soda System		kie Lassiter 404	<u>-931-3699</u>
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		ard 404-246-8483
Wine Selection	Enomatic 40	4-435-6609	T
Supplier Wine Training Program	1		
Wine List Design			
Wine List Publication	1		
Wine Openers	1		
Wine buckets and stands		Francisco de 10 i	105.0000
Enomatic Wine Dispensing Unit	ts T	Enomatic 404-4	4 <u>35-6609</u>
Standardized Recipe and Glassware	1		
Garnish Guide	1		
Paper Products	Carol Buhara	, 679 600 2000 ×	nveunnline com
Paper Products Guest Checks	Carol Ryber(	<u> </u>	nysupplies.com
	<del>                                     </del>		1
POS Supplies Take out	+		
	<del> </del>		1
ECO Paper Products  Rathroom			1
Bathroom	<del> </del>		1
			1
	1		+
		<u> </u>	

Task	Order By:	In Place by:	Person Responsible
Linen Service			•
Table top Laundry (Rental)			
Uniform Laundry (Rental)			
Uniform order			
Janitorial supplies	Carol Ryber	g 678-699-2889	mysupplies.com
Hard goods			
Wet Floor Cones			
Mop Buckets			
Mops			
Bar Towels			
Vacuum			
Hand towel dispensers			
Squeegees			
Office Equipment	<b>Carol Ryber</b>	g 678-699-2889	mysupplies.com
Office Furniture			
Desk			
Chair			
Filing cabinets		1	
Computer System			
Color Monitor			
Color Printer			
ISP Internet service	Comcast 77	0-286-9941 / Ch	arter 404-545-5456
Software			
Food Ordering (From Primary Su	upplier)		
Office Suite Software	<u> </u>		
Word Processor		1	
Spreadsheet			
Presentation			
Publisher Software			
Scheduling- Use for employee tir	ne manageme	nt Management	Schedules
and Catering Events	The management	Tit, Management	
Upload software			
Disaster Recovery System	Comcast 77	70-286-9941 / Ch	arter 404-545-545 <u>6</u>
Telephone Equipment	- Comodat II	200 00417 011	404 040 0400
Obtain Bids	+	+	+
Order	+	+	
Arrange Delivery			
Accept per Order	+	+	+
	+	+	+

Task	Order By:	In Place by:	Person Responsible
Social Networks/Mobile Technology/I	nternet Dev	elopment	-
Website:		-	
Domain Registration			
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			
Social Networks and Content Generation:	Lara Seamon	- RevLocal 315	-868-4542 F 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Set up Facebook	Scan QR for Lar	a's full contact info	> <u> </u>
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			
Set up MailChimp account			
Setup platform to track analytics			
Review Marketing Set up:	Lara Seamon	- RevLocal 315	<del>-868-4542</del>
Set up live review feed on website and Facebook	k		
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 Ente	erprises - Sha	yne Walsey 678-	<del>-595-0509</del>

Task	Order By:	In Place by:	Person Responsible
Finals			
Place initial food order			
Place initial chemical supplies order	Ecolab 678-910-2780		
Place initial paper goods order			
Grease Traps	<b>Apex Enviro</b>	nmental - Pat A	gnew 678-315-9392
Fire Department walk through*	HOOD-PRO	INC (678) 494-6	893 Ext. 104
Alarm system	<b>ADT Susanr</b>	<u>na 916-790-4810</u>	
Fire extinguishers/signs			
Ansul system			
Hand held extinguisher			
Mounting and signage			
Instruction			
Environmental Health Walk through	Damon Sheppard 404-246-8483		<u>483</u>