

# CHECKLIST / RESTAURANT OPENING

## PERSONAL READINESS

- Uniform clean, pressed, complete with all elements
- Hair neat, nails clean, minimal fragrance
- Fresh breath, clean hands
- Service tools ready: wine key, pen, crumber, notepad

## DAILY KNOWLEDGE

- Review the day's menu and daily specials
- Identify 86'd or out-of-stock items
- Note VIP arrivals and notable bookings
- Note flagged allergies and special diets

## DINING ROOM AND TERRACE, T MINUS 60 MINUTES

- Tables set per the property standard
- Chairs aligned and clean
- Floor clean and dry, baseboards clean
- Appropriate lighting and music
- Comfortable temperature, no off smell
- Terrace: shade, sun protection, weighted napkins if windy

## TABLE SETTING

- Charger plate centred, 2.5 cm from the edge
- Dinner fork to the left, salad fork outside
- Dinner knife to the right, blade facing the plate, soup spoon outside
- Dessert silverware horizontal above the plate
- Glasses above the tip of the knife
- Minimum 60 cm between covers, overall symmetry verified

## POLISHING AND LINEN

- Glassware polished, no chips, checked against light
- Silverware polished and aligned
- Napkins folded per standard, fresh and pressed
- No glass or silverware held by the consumption surface

## RESERVATIONS AND FLOOR PLAN

- Floor plan printed or displayed
- Reservations verified in the system
- Special requests and allergies noted on the plan
- VIP tables identified and prepared
- Sections assigned to servers

## EQUIPMENT, BAR AND POS

- Bar tools clean and accessible, garnishes fresh
- Condiments filled, salt, pepper, sauces and sugar complete
- Coffee or tea station ready
- Menus clean and in sufficient quantity
- POS tested and operational, cash float verified and signed

## PRE-SERVICE BRIEFING AND FINAL INSPECTION

- Briefing held 40 minutes before service, 15 to 20 minutes
- Reservations, VIPs, specials, 86'd items, allergies covered
- Final inspection 20 minutes before service, environment, tables, stations, personnel
- Doors open with the team in position and full energy