



COMPLIANCE STATION · FREE EDITION

Restaurant Opening & Closing Checklist

Is your opening checklist actually being done?

Open and close in the order the building actually opens and closes — and prove it was done, not initialed.

Property _____ Date _____ Walked by _____

WHAT THIS PREVENTS

The 10:58 checklist: a page initialed top to bottom in one pen stroke by someone who never left the host stand, discovered the morning the walk-in reads [VAR] over, the safe is short, the sanitizer bucket is water, or the back door was never locked. It replaces 'the list says it was done' with a list somebody who was not on the shift can check against the building.

How to use it

1. The MOD owns the open and the close. Kitchen, FOH and bar leads own their sections; the MOD signs only after walking them, not after collecting them.
2. Run the list in building order: unlock, alarm, lights, HVAC, safety walk, then kitchen, FOH, bar. Closing runs in reverse. Reordering it to match who showed up first is how items get skipped.

A. The system — who owns the open and the close

ITEM	
☐	One printed (or tablet) open/close list per area — building, kitchen, FOH, bar — with a named role per section and a time column next to the initials column
☐	Opening and closing MOD assigned on the schedule, not decided at the door
☐	Completed lists filed daily (binder or photo to the shared folder) and kept [VAR] days
☐	Exception log: any item that could not be completed is written up with the reason and who was told, before the list is signed
☐	Spot-check by a manager NOT on that shift: pick three items off the last list and check them against the building
☐	Keys, alarm codes and safe combination assigned per role; changes logged when anyone with access leaves

B. Opening — building & safety walk (first 4 of 7 items)

ITEM	
☐	Arrive, disarm alarm inside the entry window [VAR], note any alarm event overnight
☐	Exterior walk: doors and windows intact, dumpster area closed, no overnight damage, lot lights off/on as scheduled
☐	Lights on in sequence per the posted map; burned-out lamps noted for Facilities
☐	HVAC set to service temperature [VAR] and hood exhaust/make-up air confirmed running



WHAT THE FULL EDITION ADDS

This free edition covers 10 of 58 line items. The full edition gives you the whole system:

- **All 7 sections, all 58 items**, from standing readiness to closing the loop.
- **A frequency on every line** (every shift, weekly, quarterly), so nothing waits for someone to remember it.
- **An owner column** naming the role responsible, so the list survives turnover and days off.
- **A pro tip on every item**: practical operator advice on what actually gets missed.
- **A sign-off block**: completed by, verified by, date and corrective actions.

SAMPLE PRO TIP

The time column is the whole trick. 'Initialed' means nothing; '6:12 / 6:19 / 6:25' means someone walked it.

Get the full checklist for \$9.99 at onawaithospitality.com/compliance-station

CHECKLIST USE NOTICE

This checklist provides operational guidance. Applicable laws, regulations, codes, and mandatory requirements always take precedence. Completing this checklist does not establish or certify regulatory compliance.

Read the full Checklist Use and Regulatory Disclaimer: onawaithospitality.com/faq