

Front of house opening & closing checklist

Free front of house opening and closing checklist template in PDF and Excel. Covers floor setup, bookings brief, toilets, service standards and end-of-night close.

VENUE / SITE

DATE

OPENING SUPERVISOR

CLOSING SUPERVISOR

Task	Done Initials	Time hh:mm	Issue found / action
OPENING – THE ROOM			
Unlock, alarm off, lights and music on at service levels			
Heating or air conditioning set; room at a comfortable temperature			
Floors clean, no marks from last night, entrance mat clean			
Tables wiped, level and set to standard; check every chair for stability			
Cutlery, glassware and crockery polished and stocked to par			
Condiments filled, wiped and in date			
Menus checked – clean, current, correct prices, no missing pages			
Specials board written, spelled correctly and accurate			
OPENING – BEFORE DOORS			
Toilets checked: clean, stocked with soap, paper and towels, no odour			
Card terminals on and test transaction cleared			
Booking sheet or system printed; table plan set for today's covers			
Pre-service brief: covers, large parties, timings, allergy notes, 86'd items, specials			
Section allocations agreed and staff know their tables			
Baby chairs, accessibility route and outside area checked and clear			
Staff presentation checked; name badges on			
DURING SERVICE			
Toilet check and initial – mid-morning			
Toilet check and initial – mid-afternoon			
Toilet check and initial – evening			
Entrance and outside area checked for glasses and litter			
Menus wiped between services			
CLOSING			
All tables cleared, wiped and reset for tomorrow			
Condiments, sauces and sugars refilled and wiped			
Cutlery, glass and crockery polished and returned to par			
Bin liners changed, waste taken out, recycling separated			
Toilets final check and restock			
Lost property logged and stored			
Tomorrow's bookings printed and any notes flagged to the manager			
Maintenance and breakages noted for the manager			
Floors swept and mopped, furniture reset, outside furniture secured			

Task	Done Initials	Time hh:mm	Issue found / action
Doors locked, alarm set, lights, music and screens off			

Toilet checks are timed and initialled through the day, not ticked once at open.

Anything broken, faulty or missing goes in the issue column so the manager sees it the next morning.

The pre-service brief is a task, not a nicety – covers, timings, allergy notes, 86'd items and specials.