

Planning To Re-open Checklists / Important Considerations			Site Name:		Site Location:	
Date of Completion:		Completed By			Manager on Duty	
<b>Re-opening Task</b>						
COVID-19 SPECIFIC	✓	Completed By	Comments			
Planning – know it inside out / review and rehearse						
Layout – test the layout / customer route / seating						
PPE – supplies / replacement procedures						
Chemicals – what / where / how – re-fill bottles						
Cleaning – appoint specialists / obtain certificates						
Inspect – carry out torch checks, internal audits						
Transition points – emphasis on cleaning						
One way routing- is this achievable						
Queue control – how will this be done						
Floor markings – social distancing / chalk pavement						
Training – train, re-train and train again – cultural						
Sickness – no sick staff / set procedures enforced						
Customer temperature monitoring – possible inclusion						
Face coverings – take a view, customers may expect this						
Social distancing – how will this be implemented / enforced						
Physical barriers – around tills and bars – not ideal						
Handwashing – training / signage						
Signs – explain / apologise / contactless payment only						

COVID-19 SPECIFIC	✓	Completed By	Comments
Hand sanitisers – provide / keep secure			
Deliveries – how they will be received			
Table service – consider to allow distancing			
Condiments – remove from the tables / provide single use			
Menus – paper disposable / chalkboard / wipe clean			
<b>DEEP CLEAN AND SWITCH ON ALL EQUIPMENT</b>			
Property deep clean and sanitise – whole area			
Boilers – check and run			
Electrics – check for faults			
Water – flush through all taps, sinks and showers			
Ice machine / scoop (thoroughly clean/sanitise)			
Coffee machine – deep clean			
Coffee grinders – deep clean			
Blenders / Mixers			
Fridges – bar / kitchen / still rooms – deep clean all			
Ovens – clean and check that they are fully operational			
Deep fat fryers – clean and replace oil, check thermostat			
Microwave oven – cleanliness – in / out			
Small items – panini / toasters			
Kitchen extraction – canopy & filter clean / check it works			
Utensils – deep clean / inspect for damage			
Baby chairs - clean and sanitise, document inspection			
Tables and chairs – inspect and clean			

<b>DEEP CLEAN AND SWITCH ON ALL EQUIPMENT</b>	✓	<b>Completed By</b>	<b>Comments</b>
Carry out a deep clean in the toilets			
Signage – add best practice signs, i.e. hand washing			
Cellars – check beer lines, FOB's, gas bottles, storage			
<b>FOOD SAFETY</b>	✓	<b>Completed By</b>	<b>Comments</b>
Running water – check for hot water			
Pest control – initiate inspections			
Use by dates – check fridges, freezers, dry stores			
Deep cleans – all areas, fridges, walk-ins, etc			
Sanitise – all surfaces post-deep clean			
Soap – provide hand soap and nail brushes			
Utensils – deep clean / inspect for damage			
Kitchen extraction – clean canopy and filters			
Gas interlock – check that it is working			
Review EHO reports – any issues o/s			
Complete temperature checks			
Check bin area - cleanliness			
<b>HEALTH &amp; SAFETY</b>	✓	<b>Completed By</b>	<b>Comments</b>
Training – are staff adequately trained			
PPE – type / correct use / removal / storage			
Entrance points – any new or existing trip hazards			
Lighting – check all areas			
Handrails and steps - check in all areas			
Ladders and steps - check			
Candles and tealights – check or remove			

<b>FIRE SAFETY</b>	✓	<b>Completed By</b>	<b>Comments</b>
Fire Extinguishers – service must be in date			
Fire Alarm – carry out a bell test / check remote response			
Emergency lighting – check that it is working			
Automatic extinguishing – check that they are working			
Exit doors – check that they are clear, doors open			
Fire evacuation – undertake a new one if layout changes			
Fire blanket – in the kitchen			
Fire training – keep up to date			
Smoking area – review to accommodate distancing			
Gas oven anchor cables – check that they are fitted			
<b>ANY OTHER SITE SPECIFIC ISSUES TO CONSIDER</b>	✓	<b>Completed By</b>	<b>Comments</b>