

ROI Restaurant Consulting - TWO-WEEK RESTAURANT OPENING CHECKLIST

INTRODUCTION

The last two weeks before opening are war.

Every department, vendor, and inspector wants your attention.

Money's flying out, staff are half-trained, and the clock doesn't care.

If you survive this stretch with your sanity intact, you're already ahead of most operators.

This checklist covers *everything* — and shows you where ROI Restaurant Consulting steps in to keep the wheels from falling off.

DAY 14–10: FINAL APPROVALS & SYSTEM SETUP

1. Permits and Inspections

- Confirm your **Certificate of Occupancy (CO)** is in hand — no CO, no opening.
- Schedule **final Health Department, Fire Marshal, and Building inspections**.
- Prepare **permit binder**: business license, resale certificate, food handler permits, ABC license, music license.
- Verify **fire suppression inspection sticker** is current.
- Conduct **mock inspection** internally — check hood tags, thermometers, sanitizer concentration, restrooms, and floor drains.

2. Vendor Confirmations

- Confirm all **vendors have delivery accounts active**.
- Set permanent **delivery days and times**.
- Review **pricing agreements** for broadline and beverage distributors.
- Confirm **chemical vendor** installed auto-dosing and trained staff.
- Test **linen service**, confirm size and quality of towels, napkins, and aprons.
- Verify **pest control** logbook is on-site.

3. POS & Tech Systems

- Finalize **menu programming**: modifiers, taxes, comps, and discounts.
 - Test **receipt printers, KDS screens, and payment terminals**.
 - Confirm **internet speed, backup modem, and Wi-Fi split** (guest vs. secure).
 - Test **security cameras** and confirm storage.
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ROI Note:

ROI runs a full two-week pre-opening audit for every client.

We confirm every permit, system, and vendor is live and documented so you don't open to surprise chaos or failed inspections.

DAY 9–7: HR, PAYROLL & TRAINING LAUNCH

1. HR Setup

- Collect **I-9, W-4, and direct deposit forms** for all employees.
- Verify **E-Verify** where required by law.
- Build **employee files** with certifications and signed policies.
- Set up **payroll system** (ADP, Paychex, Gusto).
- Conduct **sexual-harassment, safety, and anti-theft training**.
- Post **labor law signage** in break room.

2. Training & Orientation

- Day 1: Brand story, culture, mission.
- Day 2–3: Service standards, menu training, role-play service.
- Day 4–5: Mock lunch and dinner runs.
- Day 6: Cross-training, ticket time drills, and mock expo.
- Day 7: Management meeting — SOP review, emergency procedures, and final prep.

3. Uniforms & Gear

- Distribute uniforms by position.

- Confirm **extra stock** for new hires and replacements.
- Verify **name tags and aprons** are branded correctly.

4. Payroll Test Run

- Run **dummy payroll** to ensure all employee profiles and tax info process cleanly.
- Confirm **tip pooling** setup and POS integration.

ROI Note:

ROI builds your training calendar, creates your manuals, and runs your management orientation.

We don't just hand you checklists — we walk your managers through how to actually use them.

DAY 6–4: INVENTORY, KITCHEN SETUP & MOCK SERVICE

1. Kitchen Organization

- Label every shelf, drawer, and storage area.
- Post **cooler/freezer inventory maps**.
- Verify **thermometers, date labels, and sanitizer buckets** at every station.
- Create **prep sheets** by daypart.
- Set up **daily cleaning and deep cleaning charts**.

2. Receiving & Inventory

- Schedule first major **food and liquor deliveries**.
- Check all **invoice pricing** against agreed-upon vendor contracts.
- Record **par levels** and adjust reorder points.
- Label **bulk items** with receive date, expiration, and rotation order (FIFO).

3. Menu Testing

- Run full **menu tastings** for management and staff.

- Check **portion consistency** and **plate presentation**.
- Validate **cook times** match printed recipes.

4. Mock Service Nights

- Hold at least two full mock services: one friends/family, one staff-only.
- Run full ticket load through POS and expo line.
- Review **ticket times, expo communication, and kitchen recovery**.
- Conduct **post-shift debriefs** with written notes.

ROI Note:

ROI manages mock service nights for our clients — we run ticket drills, train expo staff, and build corrective action plans based on real results.

This is where we separate chaos from control before opening day.

DAY 3–2: MARKETING & FINAL CLEAN

1. Marketing Launch

- Push **“Opening This Week”** posts on all social media platforms.
- Verify **Google Business listing** is live and has correct hours, menu, and photos.
- Send **press release** to local media and chamber of commerce.
- Schedule **soft opening guest list**: friends, media, VIPs.
- Prepare **grand opening promo materials** (flyers, coupons, QR loyalty sign-up).

2. Facility Prep

- Perform **deep cleaning** of kitchen, dining room, and restrooms.
- Check **lighting, signage, and sound system**.
- Replace **HVAC filters** and wipe diffusers.
- Inspect **floor drains and hood filters**.
- Conduct **final pest control service** before health inspection.

- Stage **table settings, condiment stations, and host stand materials.**

3. Compliance Review

- Assemble compliance binder with:
 - Business license
 - Food service permit
 - Health inspection report
 - Fire inspection
 - Insurance certificates
 - Alcohol license (if applicable)
 - Post required signage: **handwashing, occupancy load, emergency exit routes.**
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ROI Note:

ROI handles full marketing coordination and pre-opening setup — SEO, PR, social media, and local outreach.

We also oversee deep cleans and compliance binders to guarantee inspection readiness.

DAY 1: FINAL INSPECTION & SOFT OPENING

1. Final Health & Fire Walkthrough

- Inspectors will look for:
 - Clean hood filters
 - Proper sanitizer levels
 - Correct thermometer calibration
 - Labeling and dating of all food
 - Soap and paper towels at every hand sink
 - Exit signage and fire extinguishers
- Correct issues immediately — don't argue, just fix.

2. Soft Opening

- Staff call-time one hour early.
- Walk through **table numbers, service flow, and comp procedures**.
- Keep menu limited to top sellers.
- Assign **one manager per station** to monitor.
- Invite 25% capacity for the first night; build up gradually.

3. Post-Service Debrief

- Collect feedback from guests and staff.
- Discuss ticket times, food quality, communication.
- Make immediate fixes — not “next week.”

ROI Note:

ROI runs soft openings for clients — our consultants manage the floor, monitor service flow, and record performance data.

We handle the pressure test so your team can focus on hospitality instead of panic.

DAY 0: GRAND OPENING

1. Launch Day

- Arrive 3 hours before open.
- Verify all stations stocked, POS loaded, and systems online.
- Review social posts, press coverage, and staff readiness.
- Hold a **pre-shift huddle** — short, confident, motivational.
- Keep extra managers on duty for crowd control.
- Assign one leader to monitor guest sentiment and reviews in real-time.

2. Post-Opening Review

- After close, hold full debrief.

- Document what worked and what didn't.
 - Create follow-up plan for week two adjustments.
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ROI Note:

ROI stays on-site with many clients for opening week — managing operations, analyzing sales, training managers, and implementing fixes in real time.

We're not consultants sitting behind laptops. We're on the floor with you when it matters most.

POST-OPENING: 30-, 60-, AND 90-DAY CHECKPOINTS

1. 30 Days

- Review actual sales vs forecast.
- Audit vendor pricing for consistency.
- Adjust food and labor pars.
- Refine training gaps.

2. 60 Days

- Evaluate marketing ROI and social media engagement.
- Analyze employee turnover and guest feedback trends.
- Adjust leadership structure if necessary.

3. 90 Days

- Conduct full operations audit.
 - Review financial performance.
 - Plan next quarter's menu refresh.
 - Finalize recurring maintenance schedule.
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ROI Note:

ROI conducts post-opening audits at 30, 60, and 90 days — adjusting systems, training, and financials until your restaurant stabilizes.

We don't walk away when the ribbon's cut — we stay until you're profitable.

FINAL WORD

If this checklist feels impossible, that's because it is — alone.

No one person can manage 200 moving parts, 20 vendors, 50 employees, 5 inspections, and a full marketing launch without something breaking.

That's why **ROI Restaurant Consulting** exists.

We coordinate, manage, and execute every phase — from build-out to first plate served — so you can actually enjoy your opening instead of surviving it.

Because opening a restaurant shouldn't destroy you.

It should launch you.

ROI Restaurant Consulting
www.roirestaurantconsulting.com

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