



PLANNING CHECKLIST FOR OPENING A RESTAURANT

Item	Person Responsible	Details	Due Date	Done
<input type="checkbox"/> Banking Account				
<input type="checkbox"/> Business Number				
<input type="checkbox"/> Vendor Permit				
<input type="checkbox"/> Workers Comp				
<input type="checkbox"/> Employers Health				
<input type="checkbox"/> Articles of Incorporation				
<input type="checkbox"/> Franchise Agreement				
<input type="checkbox"/> Lease Agreement				
<input type="checkbox"/> Floor Plans				
<input type="checkbox"/> Financing & Leasing				
<input type="checkbox"/> Utilities Notification				
<input type="checkbox"/> Insurance				
<input type="checkbox"/> Merchant Banking				
<input type="checkbox"/> Shareholders Agreement				
<input type="checkbox"/> Business Licence				
<input type="checkbox"/> LLBO Endorsements				
<input type="checkbox"/> City Regulations/Bylaws				

BUILD OUT

<input type="checkbox"/>	Exterior Signage				
<input type="checkbox"/>	Interior Signage				
<input type="checkbox"/>	Site Coordinator				
<input type="checkbox"/>	Inspection Set up				
<input type="checkbox"/>	General Contractor				
<input type="checkbox"/>	Millwork Tables Chairs & Bar				
<input type="checkbox"/>	Electrician				
<input type="checkbox"/>	Plumbing				
<input type="checkbox"/>	Mechanical				
<input type="checkbox"/>	Draught Lines				
<input type="checkbox"/>	Draught Meters				
<input type="checkbox"/>	Liquor Control System				
<input type="checkbox"/>	Computer System (POS)				
<input type="checkbox"/>	Painters				
<input type="checkbox"/>	Restaurant Equipment				
<input type="checkbox"/>	Small wares				
<input type="checkbox"/>	Audio Visual				
<input type="checkbox"/>	Dishwasher				
<input type="checkbox"/>	Ice Machine				
<input type="checkbox"/>	Walk-In Fridge/Freezer				
<input type="checkbox"/>	Shelves				

<input type="checkbox"/>	Vending Machines				
<input type="checkbox"/>	Carpet/Flooring				
<input type="checkbox"/>	Coffee Machine				
<input type="checkbox"/>	Espresso Machine				
<input type="checkbox"/>	Safe				
<input type="checkbox"/>	Office Furniture				
<input type="checkbox"/>	Lights				
<input type="checkbox"/>	Art				
<input type="checkbox"/>	Locksmith				
<input type="checkbox"/>	Security System				
<input type="checkbox"/>	Fire Alarm System				
<input type="checkbox"/>	Fire Suppression System				
<input type="checkbox"/>	Sprinkler System				
<input type="checkbox"/>	ATM				
<input type="checkbox"/>	Phone System				
<input type="checkbox"/>	Cable Setup				
<input type="checkbox"/>	Masonry				
<input type="checkbox"/>	Patio Furniture/Heaters				
<input type="checkbox"/>	Patio Audio/visual				
<input type="checkbox"/>	Landscaping				
<input type="checkbox"/>	Gate Doors				
<input type="checkbox"/>	Glass Company				

OPERATIONAL

<input type="checkbox"/>	Head Office Support				
<input type="checkbox"/>	General Manager				
<input type="checkbox"/>	Kitchen Manager				
<input type="checkbox"/>	Hiring and Training				
<input type="checkbox"/>	Staffing				
<input type="checkbox"/>	Beer Reps				
<input type="checkbox"/>	Liquor/Wine Reps				
<input type="checkbox"/>	Menus				
<input type="checkbox"/>	Uniforms				
<input type="checkbox"/>	Linen Company				
<input type="checkbox"/>	Food Suppliers				
<input type="checkbox"/>	Maintenance Equipment				
<input type="checkbox"/>	Maintenance Heating/AC				
<input type="checkbox"/>	Hood Cleaning				
<input type="checkbox"/>	Carpet Cleaning				
<input type="checkbox"/>	Fire Maintenance				
<input type="checkbox"/>	Pest Control Co.				
<input type="checkbox"/>	Monitoring Co.				
<input type="checkbox"/>	Cleaners				
<input type="checkbox"/>	Chemical Co				
<input type="checkbox"/>	Washroom Ad Co.				

<input type="checkbox"/>	Grease Trap Cleaning				
<input type="checkbox"/>	Garbage Bin/Pick up				
<input type="checkbox"/>	Kitchen Knives Service				
<input type="checkbox"/>	List of Product Ordering				
<input type="checkbox"/>	Liquor/Beer Companies				
<input type="checkbox"/>	Draught Gas Co				
<input type="checkbox"/>	Printing Co				
<input type="checkbox"/>	Grand Opening				
<input type="checkbox"/>	Invites				
<input type="checkbox"/>	Entertainment				
<input type="checkbox"/>	Advertising and Promotion				
<input type="checkbox"/>	Social Media				
<input type="checkbox"/>	Mailing List				
<input type="checkbox"/>	Menus				
<input type="checkbox"/>	Reporting				
<input type="checkbox"/>	Operational Program				