

OPENING YOUR PUB - CHECKLIST - Task/ Week	-4	-3	-2	-1	Open week
All wet waste products correctly disposed of					
Drinks order placed/ delivered					
Empties to be collected					
Recommissioned Smart Dispence/ Beer Gas in stock/ Gas interlock on					
BOC stock & delivery options					
Recommissioned Coke / Pepsi					
Recommission coffee machine					
Making your Pub Covid Safe					
Risk assessments completed					
Mandatory H&S POS ordered & displayed					
PPE delivered & trained					
Staffing Rotas completed in line with new hours and service style					
Furloughed staff invited back to work - minimum 3 days notice					
pub staff training completed - all new processes & H&S guidelines					
Staff Re-inducted and heath checked					
Mapped out Front Of House Service & Customer Journey					
Social Media platforms refreshed					
Food Menu decided & on display					
New Stocking Policy & Food Menu live on tills - correctly priced					
Turn on and test all equipment inc Kitchen/ Machines/ Fridges					
Food order placed/ delivered					
Assess viability of order & Pay App					
Reinstate Cancelled Contracts					
Contact games machine companies					
Refloated safe					
Gardening visit completed					
Window cleaning					

	DRINKS
	H&S and Communication
	OPERATIONS
	OTHER