Opening checklist

Opening date: _____ Bar / equipment: _____

Site: _____ Completed by: _____

Procedure reference / version: _____

D = done A = action needed N = not applicable with reason

Check or action	D A N	Time / initials	Evidence or follow-up
Read the outgoing handoff and identify unresolved faults.			
Check equipment condition and follow the authorized start-up procedure.			
Check water supply and treatment status under the site procedure.			
Check ingredients, labels, storage records and assigned stock.			
Prepare clean tools, cloths, food-contact areas and waste route.			
Check scales, thermometer and timing convention as applicable.			
Confirm coffee identity, basket and the current written recipe.			
Weigh and check the first dose; record the first recipe result.			
Confirm ingredient restrictions, decaf controls and handoff roles.			
Add a site opening task: _____			

Record warm-up separately from active setup. Equipment ready time: _____ Active setup time: _____ Person notified of unresolved issue: _____

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____