OPENING CHECKLIST

OPENING TO 3:30 P.M.	M	T	W	T	F	S	S
PIZZA SAUCE MADE AND DATED							
CHOP GREEN PEPPERS, ONIONS, AND MUSHROOMS							
DOUGH MIXER CLEAN							
OVENS ON							
MAKE TABLE ON							
CUT TABLE SET UP							
DISHES WASHED							
SINKS CLEANED							
FLOOR SWEPT							
TRASH EMPTIED							
PARKING LOT SWEPT							
BOXES FOLDED							
STOCK BEVERAGE COOLER							
CAN OPENER CLEANED							
DICER CLEANED							
CLEAN WINDOWS (INSIDE AND OUT)							
MANAGERS INITIALS WHEN COMPLETED							

CLOSING CHECKLIST

3:30 TO CLOSE	M	T	W	T	F	S	S
MAKE TABLE CLEAN AND EMPTIED							
INSIDE OF MAKELINE WIPED OUT							
CUT TABLE AND SHELVES WIPED OUT							
BOXES FOLDED							
OVEN TURNED OFF							
CRUMB TRAYS CLEANED							
TOP AND OUTSIDE OF OVEN CLEANED							
DISHES WASHED AND PUT IN PROPER PLACE							
SINKS AND SHELVES CLEANED							
TRASH EMPTIED AND CANS CLEAN							
FLOORS SWEPT AND MOPPED							
PREP TABLE CLEANED							
WALLS FREE OF SAUCE							
DRIVERS TABLE CLEANED							
DELIVERY BAGS CLEANED							
CLEAN DOUGH CARTS							
CLEAN HAND SINK							
SOAP DISPENSER AND TOWEL DISPENSER FILLED							
CLEAN RESTROOMS							
MANAGERS INITIALS WHEN COMPLETED							