

RE-OPENING CHECKLIST

COVID-19 READY

TASK	WK -4	WK -3	WK -2	WK -1	WK 0
FULL CUSTOMER FACING DEEP CLEAN					
COMPLETE COVID-19 RISK ASSESMENT					
CLEAN BAR & GLASSWASH ROOM					
ORGANISE STORAGE AREAS					
FLOOR LAYOUT AND PLAN					
TOILET MANAGEMENT					
PAYMENT PROCEDURES					
FILL BLUE ROLL AND SOAP DISPENSERS					
KITCHEN, BAR, CELLAR					
FILL TOILET ROLL HOLDERS & SOAP					
SOCIAL DISTANCING PREPARATION					
STAFF TRAINING					
SECURE COVID PPE					
LEGISLATION CHECK					

PROPERTY READINESS

TASK	WK -4	WK -3	WK -2	WK -1	WK 0
BOILER CHECK					
EQUIPMENT CHECK					
CHECK HOT WATER FEED					
RUN WATER					
REVIEW PROPERTY CHECKLIST ADMIRAL					
KITCHEN DEEPCLEAN					
WASTE DISPOSAL					

CELLAR & PRODUCT

TASK	WK -4	WK -3	WK -2	WK -1	WK 0
BEER DISPOSAL					
GLASSWARE SHELIVING PLAN					
GLASS MATTING TO CUT AND SET					
RENOVATE ALL DRAUGHT GLASSES					
WASH ALL NON DRAUGHT GLASSWARE					
FILL FRIDGES					
STOCK RE-ORDERING					
CHECK BB DATES					
PREPARE BACKBAR					
CELLAR GAS CHECK & ORDER					
CLEAN POST-MIX					
CLEAN OPTICS					
ORDER SUNDRIES					
CLEAN & CHECK BEER LINES					

RETAIL OFFER

TASK	WK -4	WK -3	WK -2	WK -1	WK 0
REVIEW PRODUCT RANGE					
GARDEN PREPARATION					
CHECK EXTERNAL AREAS					
CHECK INTERNAL AREAS INCLUDING TOILET					
MACHINE REVIEW					
HANGING BASKETS					
MENU DEVELOPMENT					
REVIEW OTHER INCOME OFFSALES.					
STAFF UNIFORM					
STAFF TRAINING					
PRICING REVIEW					

TASK	WK -4	WK -3	WK -2	WK -1	WK 0
MERCHANDISING REVIEW					
SOCIAL MEDIA CAMPAIGN					
PREPARE CHALKBOARDS					
PREPARE RE-LAUNCH PLAN					
GOOGLE UPDATE					
INTERNAL AND EXTERAL POS					
WEBSITE CHECK					

EQUIPMENT CHECK

TASK	
GLASSWASHER	
ICE MACHINE	
BOILER	
WIFI	
TILLS	
PDQ	
AWP/SWP MACHINES	
COFFEE MACHINE	
TELEVISION	
AUDIO	
SUMP PUMP	
DRAINAGE	
SEPTIC TANK	
TELEPHONES	

CELLAR ACCESS

REMOTE COOLERS	
EXTERNAL LIGHTING	
FIRE DOORS	
FIRE ALARM	
EMERGENCY LIGHTING	
CCTV	
COOKERS	
MICROWAVES	
EXTRACT UNIT	
GRIDDLE	
FRIDGES	
FREEZERS	
GAS INTERLOCK	
PEST CONTROL	
CELLAR COOLING	

HELPFUL NUMBERS

ADMIRAL		
TELESALES	01244321171	OPTION 1
PROPERTY HELPDESK	01244321171	OPTION 4
LICENSING	01244321171	OPTION 5
SUPPLIERS		
MOLSON COORS TECH	0845 6001777	
HEINEKEN TECH	0845 8787075	
CARLSBERG TECH	0845 7820820	
MARSTONS	0800 5870773	
DIAGEO	0845 7515101	
INBEV	0845 7100600	
COCA COLA	0871 3841000	
BRITVIC	0845 7581781	

AOB

TASK	
CHECK ADMIRAL WEBSITE	
LOCAL AUTHORITY	
POLICE LICENSING	
GOVERNMENT WEBSITE	