

Seasonal Opening Checklist

Daily Operations

BUSINESS / LOCATION	REOPENING DATE ___ / ___ / ____	MANAGER
---------------------	------------------------------------	---------

BUILDING SYSTEMS

- | | |
|--|--|
| <input type="checkbox"/> Electrical systems powered on and tested | <input type="checkbox"/> HVAC system started and running |
| <input type="checkbox"/> Water supply turned on, flushed, no leaks | <input type="checkbox"/> Hot water heater restarted |
| <input type="checkbox"/> Gas supply restored (if applicable) | <input type="checkbox"/> Internet and phone lines active |

SAFETY SYSTEMS

- | | |
|---|---|
| <input type="checkbox"/> Fire alarm tested | <input type="checkbox"/> First aid kits restocked |
| <input type="checkbox"/> Fire extinguishers inspected and in date | <input type="checkbox"/> Security system armed and tested |
| <input type="checkbox"/> Emergency lighting tested | <input type="checkbox"/> CCTV cameras operational |
| <input type="checkbox"/> Exit signs illuminated | <input type="checkbox"/> Smoke and CO detectors tested |

CLEANING & PEST CHECK

- | | |
|--|--|
| <input type="checkbox"/> Full deep clean completed | |
| <input type="checkbox"/> Restrooms cleaned and stocked | <input type="checkbox"/> Exterior / forecourt swept and tidied |
| <input type="checkbox"/> Windows cleaned | |

 No signs of pest activity Clear Pest Control Needed

 Mould check (damp areas, ceilings) Clear Treatment Needed

EQUIPMENT & INVENTORY

- | | |
|---|---|
| <input type="checkbox"/> All equipment tested and operational | <input type="checkbox"/> Opening inventory ordered and received |
| <input type="checkbox"/> Refrigeration at correct temperature | <input type="checkbox"/> POS and payment systems tested |
| <input type="checkbox"/> Expired products removed | <input type="checkbox"/> Cash float prepared |

STAFFING & OPERATIONS

- | | |
|---|--|
| <input type="checkbox"/> Staff schedules published | <input type="checkbox"/> Operating hours confirmed and posted |
| <input type="checkbox"/> Returning staff refresher training completed | <input type="checkbox"/> Insurance coverage activated for season |
| <input type="checkbox"/> New seasonal staff trained | <input type="checkbox"/> Licences and permits current |

SIGN-OFF

-
- Final walkthrough completed

 Ready to open Yes Issues Remaining

Manager signature _____

Notes

Go digital with Miratag

 Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com
This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.


Scan to view

Go digital with Miratag

Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com

This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.



Scan to view