AirQR

Opening checklist

Restaurant _____ Date _____ Shift _____

Adapt to your venue. Add your own food safety and security procedures.

Done	Task	Owner / time
☐	**Dining room** Wipe tables, chairs and menu holders.	
☐	**Dining room** Check clean drinking water and guest supplies.	
☐	**Menu** Check prices, specials and sold-out dishes.	
☐	**Ordering** Scan table codes and confirm table identity.	
☐	**Kitchen** Complete venue equipment and food safety checks.	
☐	**Kitchen** Confirm prep quantities and unavailable ingredients.	
☐	**Devices** Check POS, kitchen screen or printer readiness.	
☐	**Payments** Confirm the payment instructions staff will use.	
☐	**Team** Assign stations, breaks and handover responsibilities.	
☐	**Manager** Record unresolved issues before opening.	

Exceptions and next shift handover

Checked by _____ Follow-up owner _____

AirQR

Closing checklist

Restaurant _____ Date _____ Shift _____

Adapt to your venue. Add your own food safety and security procedures.

Done	Task	Owner / time
☐	**Orders** Review open checks and unresolved guest issues.	
☐	**Payments** Reconcile collections through the venue process.	
☐	**Kitchen** Record waste and prepare storage handover.	
☐	**Kitchen** Complete venue cleaning and food safety procedures.	
☐	**Stock** Note shortages and preparation needs for tomorrow.	
☐	**Dining room** Clean tables, holders and service areas.	
☐	**Devices** Follow the device shutdown and charging routine.	
☐	**Team** Record maintenance, incidents and pending tasks.	
☐	**Manager** Assign follow-up owners and due times.	
☐	**Manager** Complete venue closing and security checks.	

Exceptions and next shift handover

Checked by _____ Follow-up owner _____