New location opening timeline

120 days out to day 30, for an operator opening their next unit

LOCATION ____________________ TARGET OPEN DATE ____________ OPENING LEAD ____________

VERSION ____

120 to 90 days out

	INITIALS	TIME
☐ Lease signed, contingencies cleared and the certificate-of-occupancy timeline confirmed with the landlord.		
☐ Building permit and health department plan review filed with the local authority.		
☐ Liquor license application filed, if the unit will serve alcohol.		
☐ General contractor signed; build-out schedule set with a start date and a target completion date.		
☐ Opening budget built: build-out, equipment, initial inventory, pre-opening payroll and a cash reserve for the first 90 days.		
☐ Break-even model built: fixed monthly costs and contribution margin percent calculated, break-even sales set as the target. Fixed costs / contribution margin %		
☐ GM named for the new store and start date confirmed.		
☐ Hiring plan drafted: roles, headcount and wage rate by position set for the local market.		
☐ POS vendor contract signed; menu build started in the system.		
☐ Core vendor accounts opened: food distributor, produce, linen, trash and pest control.		
☐ Signage ordered: exterior sign, menu boards, and any permit the sign itself requires.		
☐ Utility accounts opened (power, gas, water, internet) with connection dates confirmed before build-out starts.		

60 days out

	INITIALS	TIME
☐ Health department inspection date scheduled with the local office.		
☐ Fire marshal and occupancy inspection dates scheduled.		
☐ Equipment delivery dates confirmed with every vendor; install and start-up scheduled around the build-out.		
☐ Kitchen equipment list checked against the final menu; nothing missing, nothing extra.		

- [ ] Menu locked for opening; no further recipe changes after this date.
- [ ] Recipe cards costed for every locked item, food cost percent checked against target before the menu is printed.
- [ ] Training plan built: a shift-by-shift schedule for opening week naming who trains which station.
- [ ] Trainers named from existing stores; travel and lodging booked.
- [ ] Soft-open and marketing dates set; local outreach to neighbors, social and press started.
- [ ] Bank account and card-processing merchant account opened for the new location.
- [ ] Uniforms ordered and sized for the confirmed headcount.

30 days out

INITIALS TIME

- [ ] Front and back of house crew hired to full headcount.
- [ ] Food handler cards and any required alcohol-service certification on file for every new hire.
- [ ] Onboarding paperwork ready for day one: offer letters, tax forms, direct deposit.
- [ ] SOPs, opening and closing checklists and prep lists loaded into the new store, in the same format as the rest of the group.
- [ ] Par levels set by vendor and item; first delivery dates confirmed.
- [ ] POS menu, modifiers and pricing tested end to end on the actual terminals.
- [ ] Cash handling and till procedures set and posted for the new store.
- [ ] Mock service run with staff only: full menu, timed, no guests.
- [ ] Second mock service run with invited guests: full sequence, kitchen and pass timed.
- [ ] Health inspection passed and permit posted where required by law.
- [ ] Liquor license, business license and local permits received and posted.
- [ ] Insurance certificates on file for the new location.
- [ ] Emergency contact list, evacuation plan and first-aid kit in place.

Opening week

INITIALS TIME

- [ ] Friends and family night run at reduced capacity before any paying guest.
- [ ] Soft open started with a limited menu and reduced hours.

- [ ] Temperature logs and opening and closing checklists live from the first shift, not phased in later.
- [ ] Cash procedures run exactly as trained: till counts, drops, two-person verification.
- [ ] Daily manager debrief held after every shift: what broke, what gets fixed before tomorrow's shift.
- [ ] Ticket times and guest wait times tracked and reviewed at the daily debrief.
- [ ] 86 list and any menu adjustment communicated to every shift before service.
- [ ] District manager or owner on site for the full opening week.
- [ ] Nightly walkthrough of the kitchen and dining room for safety and cleanliness.
- [ ] Full menu and regular hours launched once soft-open numbers hold steady for three straight days.

First 30 days

INITIALS | TIME

- [ ] Labor cost and prime cost calculated weekly and checked against the group's target.
- [ ] First full inventory count and variance check run at day 30.
- [ ] Guest reviews across Google, delivery apps and social monitored and answered daily.
- [ ] 30-day check-in held with every new hire.
- [ ] GM's 30-day review held with the district manager or owner.
- [ ] Opening punch list (contractor callbacks, equipment fixes) closed out.
- [ ] Opening budget reconciled against actual spend, with the variance written down.
- [ ] Trainers sent back to their home stores; the local team runs every shift on its own.
- [ ] Store moved from the opening staffing schedule to the group's standard steady-state schedule.
- [ ] Handoff meeting held: the opening checklist is retired and the store moves onto the standard weekly ops cadence.
- [ ] First formal district manager visit or store audit scheduled.

Version this sheet every time you open a unit (v1, v2, v3) and note what changed. The opening lead keeps it day to day; the district manager or owner signs off before the store moves to steady-state.