

Return to Operations Checklist

Property Name: _____ Property Address: _____

Date: _____ Time: _____

Completed By: _____

NOTE: Prior to opening for business again, a deep clean of the entire premise(s) should be completed to ensure the safety of staff and patrons

Building Exterior

- | | Comments |
|---|--------------------------------|
| Are all lights working? | <input type="checkbox"/> _____ |
| Is there any graffiti or vandalism that needs to be repaired? | <input type="checkbox"/> _____ |
| Is all refuse cleaned up and disposed of? | <input type="checkbox"/> _____ |
| Are the sidewalks and parking lot in good condition? | <input type="checkbox"/> _____ |

Building Interior

- | | |
|---|--------------------------------|
| Set thermostat back to normal operating temperature. | <input type="checkbox"/> _____ |
| Check fire alarm panel and ensure there are no alerts on the panel. | <input type="checkbox"/> _____ |
| Check to ensure all equipment is operating in mechanical room. | <input type="checkbox"/> _____ |
| Ensure all plumbing fixtures are turned off and all drain plugs are open. | <input type="checkbox"/> _____ |
| Turn main water on again and ensure there are no leaks. | <input type="checkbox"/> _____ |
| Slowly turn open each of the water fixtures until regular pressure in line and then close. | <input type="checkbox"/> _____ |
| Ensure no leaks around any fixtures or around toilet. | <input type="checkbox"/> _____ |
| Plug in all fridges and other devices that had been unplugged ensuring that they are done one at a time so as not to overload the circuits. | <input type="checkbox"/> _____ |
| If any coolers or freezers were shutdown they will need to be brought back on one at a time. Should be completed by a qualified contractor. | <input type="checkbox"/> _____ |
| Test to ensure emergency lights and exit signs are working. | <input type="checkbox"/> _____ |
| Advise alarm company that operations are starting again. | <input type="checkbox"/> _____ |
| Advise fire department and police that operations are starting again. | <input type="checkbox"/> _____ |
| Ensure wet chemical fire suppression system has been serviced in last 6 months prior to operating. | <input type="checkbox"/> _____ |
| Ensure commercial kitchen exhaust ducts have been professionally cleaned by a qualified contractor in the last 6 months prior to operating. | <input type="checkbox"/> _____ |
| HVAC system should be professionally cleaned and have all filters replaced prior to re-opening. | <input type="checkbox"/> _____ |
| All beer taps should be covered when not in use. | <input type="checkbox"/> _____ |
| Consult your provincial health authority or Health Canada website for the latest information on updates to public health orders. | <input type="checkbox"/> _____ |