

REOPENING PROCEDURES		TICK when done
PRINT AND COMPLETE CHECKLIST AND KEEP WITH FOOD CONTROL PLAN		
IF YOU ARE CURRENTLY TRADING UNDER ALERT LEVEL 3, COMPLETE THE CHECKLIST "TRANSITIONING TO ALERT LEVEL 2".		
IF YOU ARE REOPENING UNDER ALERT LEVEL 2, COMPLETE BOTH CHECKLISTS "REOPENING PROCEDURES" AND "TRANSITIONING TO ALERT LEVEL 2".		
Check your team files - any outstanding documents you can have your team members complete or provide. HR checklist available on TCC Resource Hub		
Team Training - Have you completed training on Food Control Plan, Food Safety, Workplace Health & Safety, Takeaway Guidelines and Reopening Procedures?		
Check on local council website if there are any specific conditions for your region before opening		
Some regions may have tighter restrictions to others.		
Is your premise structually sound for preparing or handling food? (Refer to Emergency Contact List if any issues)		
Flush out all building water systems		
- Run all taps for 30 seconds		
- Flush out all drains with hot water - Add 1 cup of <i>Wash & Walk (Floor)</i> diluted chemical to all drains and let sit (Flush all floor drains with jugs of hot water)		
Hot water cylinder - Check it is on and all taps have hot water		
Gas (If applicable) - Ensure main switch is in the ON position		
Electricity - Ensure all switches are in the ON position in the main switch board		
Is there any damage due to malfunction of equipment		
Was the store damaged while in lockdown for any other reason (break in, power cut, etc)		
Do you have sufficient chemical available for cleaning, sanitising, washing hands, dishwasher, etc		
Are your toilet facilities working properly?		
Was there any leaks or other damage to the toilet area during the lockdown that needs attention?		
Refill all hand soap & hand sanitiser units, paper towels and toilet paper if needed		
Check that you have hot and cold water available		
Is all your equipment working properly? To limit excessive power draw and prevent power overload turn fridges/freezers on first		
POS, Music & Uber Eats functioning		
VMC, Drink Fridge, Ice Cream Freezer, Ice Machine, Milk Fridge, Glass Dishwasher (CBR)		
Blender, Milkshake Maker, Microwave		
Coffee Machine - follow supplied procedure		
Prep Fridge, Freezers, Fridges		
Impinger, Salamander, Deep Fryer, Stove/Hob, Commercial Microwaves, Dishwasher, Big Dipper (If applicable)		
Write temperature checks for all fridges/freezers in Store Logbook		
Are you prepared for the following?		
Initial orders - prepare these in the lead up to opening		
Roster - Designed for trading at current Alert Level.		
Recruitment - Keep in mind any staff replacements if necessary		
All alcohol, if licensed store, must be checked and discarded if opened or past best before date. ALCOHOL ONLY TO BE SERVED TO DINE-IN CUSTOMERS.		
First Aid Kit - All products present - Blue plasters available. No expired stock and medication.		
ORDER AND SUPPLIER CHECKLIST (Keep delivery schedule of suppliers in mind)		
Bidfood - Complete stocktake and create an order list.		
Henergy - Contact Henergy to place an order for a delivery closest to opening day.		
Bread - Buy from Countdown/New World and freeze.		
Fonterra - Contact supplier to place an order closer to your opening day.		
AlSCO - Complete a stocktake and contact supplier to top up if required.		
Pest Control - Following a proper inspection of the store, contact technician to schedule a visit.		
Hygiene Systems - Contact supplier to complete check of used bins.		
OVERALL STORE PREPARATION		
CHECKING FOOD AND FOOD STORAGE AREAS		
MOST IMPORTANT WHEN CHECKING ALL FOOD: "WHEN IN DOUBT, THROW IT OUT!"		
Wipe and sanitise all dry goods packaging		
Check for any damaged packaging and discard		
Check all stock is within the best before dates and no signs of deterioration of product - Discard and reorder if necessary		
Deliveries - Wash and sanitise all products before placing in storage space. Remove product from exterior packaging where possible.		
PEST CONTROL		
Complete a thorough check for pest activity - Ceilings, walls, skirtings, floors, underneath shelves and equipment and all corners		

Record any pest activity sighted in the logbook and call your pest control if any issues (Request guidance if technician not allowed on premises)	
TAKEAWAY PACKAGING	
Check all current in-store stock of takeaway packaging are clean	
Ensure sufficient stock available of the following and order accordingly:	
- Boxes (Various sizes: Small, Medium, Large, Burgers, Pizza Large, Pizza Small)	
- Cutlery (Wooden)	
- Bags (UberEats bags, Plain paper bags with handle, TCC Bags)	
- Sauce Containers (60ml)	
- Straws (Paper - No plastic)	
- TCC Hot & Cold cups and Lids (All sizes)	
- TCC Cupholder	
- TCC Napkins & Plain White Napkins for Burgers with Bite	
- TCC Takeaway Food Safety Labels (These must be available and used for every order)	
CLEANING AND SANITISING ALL STORE AREAS	
Wipe and sanitise all counters, benches, sink areas and walls while checking for mould	
Wash all cooking utensils and cuttingboards in dishwasher and sanitise	
Refer to Store Logbook for general cleaning	
Clean, declutter and organise whilst checking if anything needs to be ordered	
EQUIPMENT (We recommend following the below order of checking and cleaning equipment)	
BIG DIPPER (IF APPLICABLE) (Follow TCC Cleaning laminate for complete instructions) - Clean prior to washing any items	
Clean and sanitise as a precaution - all surfaces.	
Check in and around unit for mould	
Ensure unit is switched on and fully functional	
DISHWASHER (Follow TCC Cleaning laminate for complete instructions)	
Switch on Dishwasher and complete a decalcification process as per TCC Cleaning Laminate instruction to ensure all stagnant water and mould is flushed out	
Clean and sanitise as a precaution - all surfaces.	
Fill unit and run cycle to ensure correct temperature of 80 Degrees	
EXTRACTION HOOD (Follow TCC Cleaning laminate for complete instructions) - Clean prior to switching on equipment	
Clean and sanitise as a precaution - all surfaces.	
Switch on to check if fully functional	
Ensure filters are clean	
COFFEE MACHINE - No Keep Cups allowed - Takeaway hot cups only.	
Open the water tap/lever.	
Turn external main switch power on under the shelf.	
Older machines - Turn power switch to position 1 and wait for boiler to be autoatically filled with water. Newer machines - press the on/off button	
Once water is filled turn switch to 2 and wait for the machine to warm up completely. (30-45mins)	
Turn Mythos grinder on. Allow 15-20mins to heat up before doing the extracton	
Turn steam wands on for 30 secs to refresh steam	
Take 1 small (600ml) jug of hot water out then let the boiler refill then take another small jug of hot water out. (refresh water)	
Check Presssure gauge is 8-9bars and steam 1.1-1.3 (If you have any questions call Nellie) Open machine as per opening procedures	
Clean and sanitise coffee machine, benches and shelves	
Recheck all ingrediants for coffee are within the best before date. Discard and reorder.	
Prepare chocolate sauce - date with expiry date (5 days)	
ICE MACHINE (Follow TCC Cleaning laminate for complete instructions)	
Empty Ice Machine and discard ice	
Clean and sanitise as a precaution - all surfaces.	
Check for mould and leaks	
Restart ice machine and discard the first few batches of ice (To flush stagnant water)	
BOTTOM PREP FRIDGE (Follow TCC Cleaning laminate for complete instructions) - This unit may have been switched off	
Clean and sanitise as a precaution - all surfaces.	

Check all seals for mould	
Ensure fridge is switched on and at correct temperature before restocking	
Replace water bottle for temperature check if mould inside	
TOP PREP FRIDGE (Follow TCC Cleaning laminate for complete instructions)	
Clean and sanitise as a precaution - all surfaces.	
Wash all bain inserts in dishwasher	
WALL FRIDGES AND FREEZERS (Follow TCC Cleaning laminate for complete instructions)	
Clean and sanitise as a precaution - all surfaces.	
Replace water bottle for temperature check if mould inside/Ice cream cup	
Check all seals for mould	
Check any stock that was left inside for storage all within the best before dates	
Any prep that was made at the time of going into Lockdown must be thrown out	
Check all product for freezer burn and discard	
Any defrosted product must be discarded	
DRINK FRIDGE	
Check all product in Drink fridge is within its best before dates. Check to make sure no opened bottles were left over the lockdown period as these need to be discarded.	
Clean and sanitise bottom shelf, doors & handles. Wipe down glass with glass cleaner	
Top up all drinks if needed ready for opening.	
UNDER COUNTER MILK FRIDGE (Follow TCC Cleaning laminate for complete instructions)	
Clean and sanitise internal areas, doors & handles. Wipe down glass with glass cleaner	
Check all seals for mould	
Ensure all alternative milk is within best before date, restock with fresh milk, cream & yoghurt when it arrives	
VMC (Follow TCC Cleaning laminate for complete instructions)	
Clean and sanitise as a precaution - all surfaces.	
Check all seals for mould	
Check any stock that was left inside for storage (such as PCU's/unopened Soy or Almond milks etc) all within the best before dates	
IMPINGER (Follow TCC Cleaning laminate for complete instructions)	
Clean and sanitise as a precaution - all surfaces.	
Switch on Impinger and allow unit to heat up properly - Record temperature and check time for one pass (These processes are in the Good Food Manual)	
MICROWAVES	
Clean and sanitise as a precaution - all surfaces.	
Place a cup half-filled with water in all microwaves and heat up for a few minutes to allow some steam - Wipe and sanitise after	
OVEN, HOB, FLATPLATE, DEEPLYFRYER	
Clean and sanitise as a precaution - all surfaces.	
Switch on to check if fully functional	

TRANSITIONING TO ALERT LEVEL 2		TICK when done
PRINT AND COMPLETE CHECKLIST AND KEEP WITH FOOD CONTROL PLAN		
REMEMBER: THREE 'Ss' - Must be SEATED (Max 100 PAX), Must be SEPERATED (No dimension mentioned), SINGLE SERVER		
Roster - Designed for trading at current Alert Level. Remember '3 Ss'		
Use store log book cleaning tasks to prepare all working stations for opening under Alert level 2 which will include some of the tasks below.		
Have the team members initialed their Training Record sheets? Including Post-COVID reopening procedures completed (Make a note on the training record sheets).		
FRONT OF HOUSE PREPARATION		
DINING & OUTDOOR AREAS		
Dining room & Outdoor areas - Dust, clean and sanitise all tables, chairs other surfaces. Refresh plants, mop floors and vaccum carpets (Where applicable).		
Dining room & Outdoor areas - Tables spaced correctly. Assign only one team member to a designated section.		
Place sign, to be provided, on every other table: "Do not use table and chairs" . Booth spaces only one seat to be used to provide social distancing between booths.		
Table numbers - Place a table number on each table. Keep the numbering consistent to create habit.		
No table talkers on tables. Serve customers condiments upon request.		
Toilets - clean and sanitise toilets, sink and mop floors. Stock as needed. Clean and rotate toilets so only one open at time unless more needed.		
Sanitising station to be in place (VIP Station)		
Do not set up water stations.		
Remove magazines, newspapers and kids color-in goods.		
FRONT COUNTER AREA		
Clean and sanitise all benches/counters & shelving.		
Prepare cream whipper - Date with best before date		
Set up back counter in preparation for opening as usually done for normal trading		
Recheck all ingredients for drink preparation are within the best before dates		
Set up POS counter in preparation for opening (grab & go's, gift cards, eftpos machine, etc)		
Float - ensure you have enough cash & change for POS system		
Sanitiser available for customer use and on back counter for team members		
Rewash all crockery, cutlery, teapots, glasses, plates etc - anything that will be used for dine-in customers		
Check all product in Drink fridge is within its best before dates.		
Top up all drinks if needed ready for opening.		
All alcohol, if licensed store, must be checked and discarded if opened or past best before date. ALCOHOL ONLY TO BE SERVED TO DINE-IN CUSTOMERS.		
WAITING AND PICKUP AREA - ENSURE SOCIAL DISTANCING RESPONSIBILITIES ARE FOLLOWED		
Ensure relevant laminates are visibly displayed in this area - Waiting and Collection points.		
Dining and Outdoor furniture needs to remain set up as per usual.		
Sanitiser spray bottle and cloth available at collection point - Wipe after each order is cleared		
VMC		
Clean and sanitise as a precaution - all surfaces.		
Check all frozen goods for VMC are within their best before dates and order any sweet items or breads if needed.		
Set up VMC with sweet items, leaving space for savoury items. Ensure you are recording best before dates on back of cake tags		
Day of opening under Alert 2 - chef to prepare sandwiches and any other savoury items		