Pre-Service Checklist (Restaurant)

पूरी-सर्वसि चेकलसि्ट (रेसट्टोरेंट)

Code: PRE_SERVICE · Service Operations · Daily · FSMS — HACCP / FSSAI compliance record

LOGO
(affix / print here)

Outlet / Kitchen: _____ **Date:** _____ **Shift / Meal:** _____

WHY / PURPOSE	Pre-service checklist to ensure dining area, service equipment, and kitchen are ready 30 minutes before service
	सर्वसि शुरू होने से पहले तापमान, मसि-एन-प्लेस, हाइजीन जाँचें।
REQUIRED BY	FSSAI Schedule 4, cl. 8.2 (records retention)
	कौन भरे: शेफ द पास

A. Dining Area	
All Tables Clean * All tables wiped and clean	[ ] Yes [ ] No
Table Setup Correct * Tables set up as per standards	[ ] Yes [ ] No
Chairs/Seating Clean * All seating clean and presentable	[ ] Yes [ ] No
Floors Clean * Dining area floors clean	[ ] Yes [ ] No
Lighting Checked * All lighting working properly	[ ] Working [ ] Issues
Photo of Dining Area Take photo of ready dining area	[ ] Photo attached [ ] N/A
B. Service Readiness	
Menu Cards Available * Sufficient menu cards available	[ ] Yes [ ] No
Condiments Stocked * All condiments stocked on tables	[ ] Yes [ ] No
Cutlery/Crockery Ready * Sufficient cutlery and crockery ready	[ ] Yes [ ] No
POS System Working * Point of sale system functional	[ ] Yes [ ] No
Staff Briefing Done * Pre-service staff briefing completed	[ ] Yes [ ] No
C. Kitchen Readiness	

Recorded by: _____ **Verified by / Supervisor:** _____ **Date:** ___ / ___ / _____

Retain 1 year or the food's shelf-life, whichever is longer (FSSAI Schedule 4, cl. 8.2). Any 'Out' / 'Fail' → corrective action + supervisor review.

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Food Prep Complete * **Food preparation for service complete**	[ ] Yes [ ] No
Kitchen Staff Ready * **All kitchen staff ready for service**	[ ] Yes [ ] No
Expo Area Setup * **Expeditor area properly set up**	[ ] Yes [ ] No
Communication System Working * **Kitchen-service communication working**	[ ] Yes [ ] No

sign):	**Verified by / Supervisor (name & sign):**
____	_____

Recorded by: _____ **Verified by / Supervisor:** _____ **Date:** ___ / ___ / _____

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