



# Restaurant Renovation Checklist

## Defining Goals

Identify what the goals of renovating are. Establish the scope of the project by defining areas that require renovation. Examples: Making more efficient use of space, updating décor in the dining area, meeting safety standards with a new kitchen, changing theme/cuisine, increasing foot traffic, or improving customer experience.

### GOALS/NOTES:

---



---



---

## Permits

*If applicable:*

1. Building permit
2. Fire inspection

**Complete**

  


**Submitted/Scheduled**

**Complete**

3. Certificate of occupancy
4. Health inspection

**NOTES/ADDITIONAL PERMITS:**

---

---

---

**Creating a Budget**

1. Materials

- a. Construction materials*
- b. Fixtures*
- c. Appliances*
- d. Decor*
- e. Equipment*
- f. Furniture*
- g. Other*

2. Scope of contractor work determined

- a. Plumbing*
- b. HVAC*
- c. Structural*
- d. Electric*

3. Bids from contractors collected

4. Repair/refurbishment of existing fixtures and appliances

5. Final budget established, plus 10%-15% for unexpected expenses

**NOTES:**

---

---

---

## **Assembling a Team**

1. Current restaurant staff
2. Contractor
3. Interior designer *(if applicable)*
4. Skilled tradespeople *(if applicable)*
5. Suppliers *(if applicable)*
6. Stakeholders *(if applicable)*

  
  
  
  

### **NOTES:**

---

---

---

## **Continuing Operations**

1. Finalize construction schedule
2. Adjust operating hours *(if applicable)*
3. Conceal work areas with temporary walls
4. Offer carry-out and other deals *(if applicable)*

  
  
  

### **NOTES:**

---

---

---

## **Maintenance Plan**

1. Equipment/appliances inspection & service schedule created
2. Kitchen cleaning schedule created
3. Food safety training scheduled *(if applicable)*
4. Dining area cleaning scheduled
5. Utilities and special equipment maintenance schedule created

**NOTES:**

---

---

---