

# Hotel Re-Opening Checklist

In preparation for when you're ready to re-open, we have put together the following checklist to highlight tasks you could undertake to ensure your systems and staff are ready and optimized to welcome guests again.

## Week before opening

### System

- Check there are no open periods with revenue – Check this on every till: [> Click here](#)
- Check the EPOS server is switched on and GLPOS is running: [> Click here](#)
- Power up and test EPOS terminals and test the cashdrawers are firing. Ensure mobile devices are online and can communicate with the server: [> Click here](#)
- Power up all the printers and do a test print for each printer: [> Click here](#)
- Ensure PEDs are online and working: [> Click here](#)
- Check you have sufficient printer and PED paper: [> Click here](#)

### Menu check

- Check your menus are current. Update with any changes that may have occurred during the closed period: [> Click here](#)
- Check prices for menu items: [> Click here](#)
- Remove from sale any items out of stock or no longer available: [> Click here](#)
- Ensure the Stock Countdown is updated with current availability (if used): [> Click here](#)

### Operational changes

- If you are changing your operation to only offer Room Service then you may want to create new “tables” in EPoS for each room number. This helps as the order tickets printed could have the Table Area as “Room Service” and the table number displayed would reference the guests Room Number: [> Click here](#) & [here](#)
- You may want to temporarily move an EPOS terminal to improve your new service model. If so, make sure it is working as expected after the move: [> Click here](#)
- If you are using a Table Reservation System make sure your availability is up to date

# Day prior to opening

## System

- Ensure Staff can Logon and have correct access. Remove and create new Staff members as required: [> Click here](#)
- Ensure staff are trained on GLPOS operations (watch our front of house training video): [> Click here](#)
- Do a final check that all hardware is online and ready for Service: [> Click here](#)

## Further information

If there is anything you would like further assistance on, please do not hesitate to contact our Support team: [support@guestline.com](mailto:support@guestline.com)

For non-Guestline clients, if you would like more information on how we support hoteliers drive revenue and deliver a contact-free guest journey, please contact us at [enquiries@guestline.com](mailto:enquiries@guestline.com)

[www.guestline.com](http://www.guestline.com)