

Subject: Lodge Re-Opening Checklist

Brothers,

As we prepare for the safe re-opening of our Lodges.

Lodges should consider carefully the inventory you will stock post Virus – this is a great opportunity to eliminate slow sellers and right size the inventory; You can also re-consider kitchen offerings and a good time to consider rolling out necessary price increases. Consideration also should be given to staff assignments and the possibility of utilizing uniforms or standard dress codes for staff. We may also have to use gloves and masks for a time and keep cleaning agents handy. This is a great time to look at our operations and make the necessary adjustments.

Using the Virus Shutdown for an opportunity to implement changes – we can take the negative and make it a positive experience.

Lodges don't allow expired/dropped members to enjoy the benefits that others are paying for.

Thank all of you for the cleaning painting and hard work getting the lodges fixed and cleaned up during this time.

SEE ATTACHED:

Thank You,

**Bill Rader
Territory 12 Manager/OSMA Liaison
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Lodge Re-Opening Check-List

THIS LIST HAS BEEN PROVIDED AS A TOOL TO ASSIST LODGES IN SAFELY AND EFFICIENTLY RE-OPENING THEIR SOCIAL QUARTERS. CHECK-OFF EACH ITEM AS IT IS COMPLETED – MAKE NOTES WHERE NECESSARY FOR FOLLOW-UP.

No.	Description	COMPLETE CHECK-OFF	BY INITIALS	NOTES
1	Verify that all licenses and permits are current and properly displayed			
2	POS or Cash Registers are in working order and date is correct			
3	Verify Time Clock is on correct date and time.			
4	Update bulletin boards and other displayed information to current; make certain to highlight services provided during Pandemic.			
5	Check cable/satellite TV service to ensure service is restored and working properly			
6	Check phone/internet service to ensure service is restored and working properly; check provided charging stations for operation.			
7	Verify iTunes or other music service vendor equipment is properly functioning			
8	Verify that ATM machine is ready for service			
9	Verify credit card system is functioning and able to accept transactions.			
10	Restore petty cash in lodge – includes register banks, and change box for Social Quarters'			

No.	Description	COMPLETE CHECK-OFF	BY INITIALS	NOTES
11	HVAC system is tested and serviced if necessary			
12	HVAC air ducts cleaned/filters changed			
13	Refrigerators/Coolers clean			
14	Refrigerators activated and properly cooling before being used			
15	Freezers activated and properly freezing before being used			
16	Inspect dishwasher for proper cleaning and sanitizing chemical fill – run test cycle before using to clean utensils, dishes, glassware, and cookware			
17	Verify Hot Water Heater is properly working.			
18	Gas appliances must be inspected for possible leaks before lighting pilot lights and restoring gas flow.			
19	Exhaust hood is to be clean and filters in good order and in place			
20	Fire suppression system is inspected and in-date as required			
21	Ice Machine(s) need to be cleaned – all old ice should be disposed			
22	Exit lights must be properly working			
23	Fire Extinguishers are in good order and properly displayed			

No.	Description	COMPLETE CHECK-OFF	BY INITIALS	NOTES
24	Inspect lighting and make certain burned bulbs are replaced			
25	Draft Beer & Soda Lines – Cleaned *			
26	Expired Food Products – Disposed			
27	Expired Beer/Wine – Disposed or Returned to Vendor **			
28	Expired Bar Mixers – Disposed			
29	Expired Soft Drinks/Juices – Disposed			
30	Liquor Bottles inspected for insects / foreign objects – cleaned/wiped			
31	Frozen foods inspected for possible thawing and re-freezing – dispose of any such product			
32	Review Inventory on-hand and order necessary product ***			
33	Salt & Pepper Shakers should be dumped – cleaned – and reloaded with fresh product			

No.	Description	COMPLETE CHECK-OFF	BY INITIALS	NOTES
34	Clean all utensils, dishes, glassware, and cookware through dishwasher			
35	Clean and sanitize all surfaces in kitchen and social quarters'			
36	Inspect for potential pests including insects and have premises treated if necessary.			
37	Make certain floors are clean, tables, chairs, and stools are cleaned			
38	Ceiling Fans should be wiped and cleaned before use			
39	Bar mats, tools, accessories are clean and ready for service			
40	Make certain that menus are clean or prepare new menus; including possible disposable menus (could be required by law).			
41	Inspect foyer – safely available for use by members to enter lodge.			
42	Inspect Parking Lot – repair safety defects including potholes, non-working lighting, tripping hazards, etc.			
43	Replace flags on flagpole			
44	Mow grass – clean and refresh flower beds			
45	Inspect bathrooms and confirm that toilets and basins are properly working			
46	Stock bathrooms with towels, toilet paper, soap, and other offered products			

No.	Description	COMPLETE CHECK-OFF	BY INITIALS	NOTES
47	Water lines flushed to remove rust or odor before using			
48	Hold Safety & Operations Briefing with staff			
49	Acquire, and instruct staff in the use of hand sanitizer, sanitizing wipes, and other required sanitizing agents.			
50	Acquire, Distribute, and Instruct on proper use of any required PPE (Personal Protective Equipment) for staff.			
51	Verify that Application for Membership Forms are stocked			
52	Change the attraction sign to indicate re-opening date / event(s)			
53	Promote reopening to membership via newsletter, email, social media, etc.			
54	Smile and welcome back the members when the doors open			

No.	Description	COMPLETE CHECK-OFF	BY INITIALS	NOTES
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* In many cases the supply vendor offers this service for no fee or minimal fee.

** Some states require that vendors pickup expired product and issue credit to customer.

*** This is a great opportunity to review your offered products and eliminate those "slow" sellers from your inventory.