

Week of \_\_\_\_\_

☑ / Date	7 Week Checklist	Notes
☐ _____	<b>Arrange for moving company, if needed</b>	
☐ _____	<b>Check status of following licenses:</b> <input type="checkbox"/> Health department <input type="checkbox"/> Food manufacturer <input type="checkbox"/> Water department <input type="checkbox"/> Business license <input type="checkbox"/> Sales & use tax <input type="checkbox"/> Liquor license	
☐ _____	<b>Check Status of following tax numbers:</b> <input type="checkbox"/> Sales <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	
☐ _____	<b>Establish banking</b>	
☐ _____	<b>Obtain bids on the following services:</b> <input type="checkbox"/> Local trash pick-up <input type="checkbox"/> Grease removal <input type="checkbox"/> Exterminator <input type="checkbox"/> Laundry <input type="checkbox"/> Appliance repair <input type="checkbox"/> Fire extinguishers <input type="checkbox"/> Music system <input type="checkbox"/> Alarm & security system <input type="checkbox"/> Knife and blade sharpening <input type="checkbox"/> Window washing <input type="checkbox"/> Dishwasher service <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
☐ _____	<b>Acquire software needs (MS Office, scheduling, food management software)</b>	
☐ _____	<b>Determine emergency plans, exit procedures and create maps</b>	
☐ _____	<b>Acquire music system or service</b>	