

Title	Document #	Location	Rev #	Effective Date
Opening the Main Winery	STO-004	Main Winery	0	02/05/2026

## Opening the Main Winery

### 1. Purpose

The purpose of this procedure is to establish requirements for opening the main winery location, ensuring all systems are operational, facilities are clean, and the venue is ready for guest service.

### 2. Scope

This procedure is applicable to all opening staff at the Greenhouse Winery main location.

### 3. Responsibilities

The responsibilities for the completion of this procedure are defined in Section 5.

### 4. Definitions

Opening Checklist: Physical checklist binder located under Register 1, organized by date

### 5. Procedure

#### A. Initial Setup and Documentation

##### Initial Setup

#### B. Register Count and Verification

##### Register Count

Procedure / Form	Process Step / Activity	Responsible
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##### Function

Reconciliation Sheet	Count Register 1 using the Reconciliation Sheet. Record the quantity of each bill and coin denomination. Verify the total equals \ \$300. Record date, time, and initials in the Opening column.	Opening Staff
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Reconciliation      Count Register 2 using the      Opening Staff  
Sheet              Reconciliation Sheet. Record the  
quantity of each bill and coin  
denomination. Verify the total  
equals \300. Record date, time,  
and initials in the Opening  
column.

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Discrepancy      If the register count does not      Opening Staff /  
Protocol           equal \300, notify a manager      Manager  
immediately before proceeding.

### **C. Equipment Setup**

#### **Equipment Setup**

### **D. Facility Inspection and Cleaning**

#### **Facility Inspection**

### **E. Administrative Tasks**

#### **Administrative Setup**

### **F. Music and Display Systems**

#### **Technology Setup**

#### **Seasonal Procedures:**

> • Summer: Water potted plants

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> • Summer: Check outside fountain for water flow. If not flowing, use a  
> hose attached to the building to fill the fountain.

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> • Summer: Place takeout chalkboard sign near Pergola

>

> • Winter: Inspect igloos (covered in Section D)

#### **Final Step:**

> Mark all completed items on the Opening Checklist in the binder under  
> Register 1.

### **6. References**

Opening and Closing Checklist Binder (located under Register 1)