

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 Function
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Reconciliation Sheet	Count Register 1 using the Reconciliation Sheet.	Opening Staff
	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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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 equal \\$300, notify a manager immediately before proceeding. Opening Staff / Manager

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