



# Pre-shift Briefing Checklist for Hospitality

Complete

<b>Score</b>	25 / 27 (92.59%)	<b>Flagged items</b>	2	<b>Actions</b>	2
<b>Briefing Location</b>	200 Main St, Nashville, TN 37213, USA (36.1705901, -86.77047449999999)				
<b>Date</b>	09.03.2026				
<b>Service Period</b>	Breakfast				
<b>Briefing Start Time</b>	07:45 PST				
<b>Briefing End Time</b>	08:00 PST				
<b>Briefing Leader</b>	Traci Brittni				
<b>Teams Present</b>					
Front of House		Back of House		Bar	
Stewarding		Security		Housekeeping	

**Flagged items & Actions**

2 flagged, 2 actions

Flagged items

2 flagged, 2 actions

Pre-shift Briefing Checklist for Hospitality / Safety Hazards and Controls

**Are shift-specific hazards identified (e.g., wet floors, hot surfaces, manual handling, crowding, weather-related risks)?**

No

Kim from the back-of-house team noticed a wet floor in front of the kitchen.

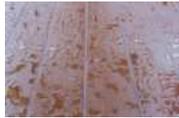


Photo 1

**To do** | Assignee: SafetyCulture Staff | Priority: Medium | Due: 16.03.2026 08:15 PST | Created by: SafetyCulture Staff

Add the wet floor in front of the kitchen area to the shift-specific hazards list.

Include the wet floor hazard in front of the kitchen area in the shift-specific hazards list.

Pre-shift Briefing Checklist for Hospitality / Equipment, Facility Issues, and Interim Controls

**Is responsibility assigned for escalation (who contacts maintenance or vendor, and by when)?**

No

There are no assignments for escalation yet, as Mark from the maintenance team is on sick leave.

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 16.03.2026 08:29 PST | Created by: SafetyCulture Staff

Assign a maintenance team member

Please assign a member of the maintenance team to handle Mark's workload for today.

Other actions

0 actions

<b>Pre-shift Briefing Checklist for Hospitality</b>		2 flagged, 2 actions, 24 / 26 (92.31%)
Briefing Setup and Attendance		5 / 5 (100%)
<b>Is the briefing held at the defined time (e.g., 10-15 minutes before service) and led by the designated role (e.g., manager on duty)?</b>		Yes
<b>Is attendance recorded for all required roles for this shift (FOH/BOH/support as applicable)?</b>		Yes
<b>Are late arrivals or absences captured and addressed (e.g., briefed separately or noted as not briefed)?</b>		Yes
<b>Are briefing records saved using a consistent naming convention with date, time, shift, and outlet identifiers?</b>		Yes
<b>Is the briefing record stored in a searchable archive accessible for review (paper filing system or digital repository)?</b>		Yes
Today's Service Reality (Reservations, VIPs, Events)		4 / 4 (100%)
<b>Are covers/reservations and pacing risks communicated (e.g., peak times, expected surges, staffing gaps)?</b>		Yes
<b>Are VIPs, large parties, and special events communicated with clear service expectations?</b>		Yes
<b>Are known guest needs communicated (accessibility notes, preferences, dietary requirements as applicable)?</b>		Yes
<b>Are role assignments or station plans confirmed for this shift (who covers what)?</b>		Yes
Please review the email for the specific role designations.		
Menu, Specials, and Allergen Control		4 / 4 (100%)
<b>Are menu changes and specials communicated clearly (what is new and any prep or service notes)?</b>		Yes
<b>Are 86'd items and substitutions communicated, including how staff should message guests?</b>		Yes
<b>Are allergen reminders communicated for relevant items and processes (cross-contact risks and controls)?</b>		Yes
<b>Are staff instructed on escalation for allergy requests (who approves, what to verify, and what to document)?</b>		Yes

Safety Hazards and Controls

1 flagged, 1 action, 3 / 4 (75%)

**Are shift-specific hazards identified (e.g., wet floors, hot surfaces, manual handling, crowding, weather-related risks)?**

No

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Photo 1

**To do** | Assignee: SafetyCulture Staff | Priority: Medium | Due: 16.03.2026 08:15 PST | Created by: SafetyCulture Staff

Add the wet floor in front of the kitchen area to the shift-specific hazards list.

Include the wet floor hazard in front of the kitchen area in the shift-specific hazards list.

**Are controls communicated for each highlighted hazard (what to do, where, and who monitors)?**

Yes

**Are emergency routes and exits confirmed as clear for the shift (no blocked egress paths)?**

Yes

**Are chemical safety reminders included when chemicals will be used this shift (PPE, dilution, storage, signage)?**

Yes

Equipment, Facility Issues, and Interim Controls

1 flagged, 1 action, 3 / 4 (75%)

**Are equipment or facility issues that could affect service or safety reported (e.g., refrigeration, dishwashing, POS, flooring, lighting)?**

Yes

**Are interim controls defined for any active issue (what changes today to stay safe and operational)?**

Yes

**Are issues logged into the tracking system (work order or ticket) with reference numbers where applicable?**

Yes

**Is responsibility assigned for escalation (who contacts maintenance or vendor, and by when)?**

No

There are no assignments for escalation yet, as Mark from the maintenance team is on sick leave.

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 16.03.2026 08:29 PST | Created by: SafetyCulture Staff

Assign a maintenance team member

Please assign a member of the maintenance team to handle Mark's workload for today.

Open Issues, Corrective Actions, Ownership, and

5 / 5 (100%)

Follow-through	
<b>Are live open issues reviewed during the briefing (incidents, audit findings, guest complaints, safety alerts)?</b>	Yes
<b>For each briefing action item, is a single accountable owner assigned (not a group)?</b>	Yes
<b>Does each action have a deadline (by when) that is realistic for this shift or clearly scheduled?</b>	Yes
<b>Is the done criteria defined for each action (what closure evidence looks like)?</b>	Yes
<b>Are actions tracked via a workflow (digital or paper) and is closure evidence captured when completed?</b>	Yes

Overall Compliance Assessment

Partially Compliant

Additional notes/comments

- Include the wet floor in front of the kitchen area in the shift-specific hazards list and assign staff to place a wet floor sign and dry the area.
- Please assign a member of the maintenance team to handle Mark's workload for today.

Briefing Leader Signature



Traci Brittini  
09.03.2026 08:25 PST

Manager/Supervisor Signature (if applicable)



Traci Brittini  
09.03.2026 08:25 PST

## Media summary



Photo 1