

# Standard Operating Procedure (SOP): Final Table Inspection Before Guest Seating

This SOP details the process for **final table inspection before guest seating**, ensuring cleanliness, proper arrangement, and readiness of tables to provide an optimal dining experience. It includes verifying cleanliness of table surfaces, proper placement of cutlery, glassware, and napkins, checking for any damages or defects, confirming décor alignment, and ensuring overall presentation meets restaurant standards. The goal is to guarantee guest satisfaction and maintain high hygiene and aesthetic standards before seating guests.

## Procedure Steps

Step	Action	Responsible
1	Ensure hands are washed and sanitized before inspection.	Server / Host
2	Check table surface for cleanliness; wipe with sanitized cloth if needed.	Server / Host
3	Verify table is stable, with no wobbles or damage. Report defects immediately.	Server / Host
4	Ensure chairs are clean, correctly positioned, and evenly spaced.	Server / Host
5	Check and polish cutlery; arrange according to restaurant settings.	Server
6	Check and polish all glassware for spots or marks; place as per standard.	Server
7	Ensure napkins are clean, properly folded, and placed as required.	Server
8	Inspect table décor (centerpieces, candles, flowers) for cleanliness and correct placement.	Server / Host
9	Confirm condiments are clean, refilled, and arranged neatly.	Server
10	Final visual inspection: Ensure table presentation matches restaurant standards.	Supervisor / Host

## Inspection Checklist

- Table surface sanitized, no debris or stains
- Table and chairs damage-free and stable
- Cutlery and glassware polished, placed correctly
- Napkins clean and properly folded
- Table décor clean, undamaged, and aligned
- Condiments clean, full, and organized
- Overall presentation is visually appealing and meets standards

## Quality & Hygiene Standards

- Always use clean, sanitized cloths and gloves where appropriate
- Follow all food safety and hygiene protocols
- Report any defects or shortages to the manager immediately

## Documentation

- Complete the inspection checklist before seating each party
- Submit checklist to supervisor/manager for daily review