

FRONT OF HOUSE CLOSING CHECKLIST

Preparing & Cleaning

- Flip the "closed" sign to "open"
- Clean the tables and chairs
- Place chairs on top of tables
- Wipe all the surfaces
- Remove and clean safety mats
- Pull up grates and clean the spills
- Sweep & mop the floor
- Replace safety mats
- Clean the coffee maker
- Empty the water pitchers
- Clean soda machine & beer taps
- Seal the open wine bottles
- Clean spouts from liquor bottles
- Wipe the menu & checkbook
- Polish glasses & cutlery
- Clean the bathroom
- Empty the trash & replace bags
- Take out the trash
- Turn off the lights

Stocking

- Restock the server items
- Restock the bathroom items
- Fill the coffee machine
- Fill fridges with beverages
- Fill the bar (liquor, mixers, beer)
- Restock the bar garnishes
- Leave a note for the morning shift

Finances

- Make sure everyone got tipped
- Count the funds
- Check the necessary daily reports
- Lock the register & store in a safe place

Safety

- Lock the cabinets with valuables inside
- Turn off the POS system
- Make sure that the machines are off
- Double check fridge & freezer doors
- Lock the doors when you leave

Notes