

Bar Closing Checklist



Week Opening _____

Task	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Date newly-opened wine bottles.							
Recycle outdated menus.							
Pour clorox in floor drains.							
Clean glasses and allow to air dry.							
Rinse taps.							
Wipe down and polish beer taps and spouts.							
Cover spouts with rubber protectors.							
Rinse drains completely and wash them.							
Store perishables like fruits, liquors etc.							
Refill disposables like napkins, straws etc.							
Clean blenders, juicers, and other equipment and store.							
Clean bar tools like jiggers, bar spoons, shakers etc.							
Clean utensils plates then, dry and store.							
Clean and sanitize beer and wine coolers.							
Polish railings.							
Wipe displayed liquor bottles.							
Rotate beer and wine coolers, then restock.							

Wipe down mirrors.							
Clean floor mats and bars mats and store.							
Wash bar towels and allow them to dry.							
Clean cash register, credit card terminal, telephone.							
Wipe and sanitize the countertop.							
Take out pour spouts, clean, soak and sanitize.							
Take out soda gun nozzles, clean, soak and sanitize.							
Restock beer and wine in coolers.							
Lock wine and beer coolers and taps.							
Dispose excess ice from bins.							
Store or cover mixers.							
Dispose the trash properly.							
Clean salt and sugar rimmers and store.							
Empty frozen drink machine, store the excess and clean the machine.							
Once glasses are dry, restock them.							
Wipe and sanitize tables, chairs and put them up.							
Empty and clean bar sink.							
Sweep the floor and mop it.							
Turn off music, TV etc.							
Turn off neon lights, bar signs etc.							
Count money and distribute tips.							
Secure money in the safe.							
Do a final check of the area and lock up.							

Name and Signature of Duty Manager: _____