

# Bar Opening Checklist



advanced  
mixology

Week Opening \_\_\_\_\_

Task	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Walk around the property and check for any unpleasantries, like debris or broken furniture.							
Arrange tables and chairs.							
Clean the floor.							
Wipe the tables and chairs.							
Place floor mats and bar mats							
Check if the bathroom is clean.							
Place liners in trash bins.							
Inspect tap and clean beer lines.							
Assemble, fill and start frozen drink machine.							
Set up blenders and mixers.							
Refill straws, coasters, napkins and skewers.							
Check if glasses, plates and other utensils are clean.							
Prepare bar tools like jigger, shakers, bar spoons etc.							
Fill the sink with soap water, rinse, then sanitize.							
Stock bar and food menus.							

Stock and ice down beer and wine bottles.							
Check for liquor, wine and beer backups.							
Prepare backup beverage canisters and CO2 tanks ready to replace empty ones.							
Set up salt and sugar rimmer.							
Make garnish skewers and fruit garnishes.							
Make mixers like sweet & sour, bloody mary mix and others.							
Fill ice bins with ice.							
Turn on music, TV and others.							
Turn on neon light and signs.							
Prepare and count the opening bar bank.							

**Name and Signature of Duty Manager:** \_\_\_\_\_

