

Bar Overall Checklist



advanced
mixology

Week Opening _____

Task	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Opening							
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.							

During							
Staff welcomes customers according to correct procedures.							
Kitchen staff follow procedures in preparing food.							
Staff keeps the bar and kitchen clean regularly.							
Tools, equipment, utensils, glasses, plates and others are cleaned after use.							
Customers are served with food and drinks on time.							
Countertop is cleaned after every patron leaves.							
Tables and chairs are wiped and sanitized when there's spillage and straightened after customers leave.							
Trash bins taken out regularly.							

Restock ice.							
Restock supplies if needed.							
Rinse and clean the bar sink.							
Handle any misunderstanding between staff and/or customers.							

Closing							
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Recycle outdated menus.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: _____