

Bar Closing Checklist

Date: _____

Empty Out and Lock Up:

- ☐ Front-of-house area
- ☐ Restrooms
- ☐ Lock up patio furniture
- ☐ Set the alarm system
- ☐ Kitchen
- ☐ Accessible closets

Count the Money:

- ☐ Count the money
- ☐ Balance cash registers
- ☐ Distribute tips
- ☐ Secure the money in a safe

Store Perishables:

- ☐ Premade mixers
- ☐ Garnishes
- ☐ Cocktail ingredients
- ☐ Fruits
- ☐ Bar snacks (pretzels, nuts, etc)

Organize and Date:

- ☐ Date newly opened wines and liquor bottles
- ☐ Organize menus
- ☐ Label fresh ingredients

Clean Everything:

Dining Area

- ☐ Countertops
- ☐ Tables
- ☐ Seating
- ☐ Floors
- ☐ Bathrooms
- ☐ Dinnerware
- ☐ Glassware

Behind the Bar

- ☐ Soda gun
- ☐ Soda gun holster
- ☐ Floors
- ☐ Take out the trash
- ☐ Appliances (blenders, juicers)
- ☐ Ice machines
- ☐ Speed rails
- ☐ Bar mats
- ☐ Floor drains
- ☐ Smallware (muddlers, jiggers, shakers)
- ☐ Liquor bottles
- ☐ Sink
- ☐ Beer taps
- ☐ Wash bar towels

Refill Disposables:

- ☐ Toothpicks
- ☐ Drink umbrellas
- ☐ Stirrers
- ☐ Straws
- ☐ Napkins