Bar Opening Checklist

Date: _______________

Preliminary Building Check:

○ Clear away any debris outside the building
○ Check for indoor odors, trash, spills, or items out of place
○ Vacuum floors
○ Empty and reset pest traps

Polish and Sanitize Surfaces:

○ Wipe down countertops
○ Wipe down stool seats and tabletops
○ Polish the glassware
○ Polish any silverware and barware
○ Dust alcohol bottles on display
○ Clean faucets and taps

Take Inventory:

○ Count your bottle inventory
○ Check the levels of your wine, liquor, and mixer bottles
○ Stock your back bar cooler
○ Check your keg levels
○ Test the taps and clear the drain lines

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Room Setup:

- Set up the tables and chairs
- Set up your service bartending supplies
- Set out clean bar towels
- Prepare the cash drawer
- Roll flatware in napkins

Refill the Condiment Bar:

- Wash and cut the fruit for the day
- Refill bar garnishes (rimming salt and sugar, olives, and cherries, etc.)
- Squeeze fresh citrus juice

Refill Ice Bin:

- Empty out underbar ice bin
- Melt any ice build-up
- Wipe out the bin
- Stock the bin with fresh ice