

December 8, 2019

Close Down Cleaning Checklist

BAR

- ☐ Glass Washer (All parts cleaned inside and outside)

All parts must be taken out and checked (they all must be clean).

Inside of the machine must be wiped.

- ☐ Bar fully stocked

3 Bottles of each wine (RED/WHITE/ROSE)

Soft Drinks Fridge and Beer Fridge

Enough Prep to start service next day (Limes/Mint/Agua/Batches/Fruits)

- ☐ All Bar tops are cleaned and dry

No stickiness or dirt. Check below the bar tops.

- ☐ Store Room organized and tidy

No empty boxes around.

No boxes left with 4 items (remove package away).

Fridge fully stored.

All shelves organized.

Worcester Sauce stored on lowest shelf.

- ☐ Bar Mats and Drip Trays

Bar mats are washed and dry.

Drip trays cleaned and dry (check below them too)

FLOOR

- ☐ All waiter sections cleaned and restocked

All the waiter sections are fully stocked with: *Menus and Kids Menus* Crayons* Blue Cloths* Napkins* Till Rolls

All sections neat and clean (specially the back one after cleaning the salsas).

The one by the ice machines must be kept clean and organized (Ice scoop inside dry container, Take away package inside the box, any other stuff must not be in here.)

- ☐ All tables are fully relayed

Check for no missing menus/cutlery/napkins and plates.

All tables cleaned properly.

All bar menus facing the right way.

- ☐ Check all mop buckets at the back

All mop buckets must be empty, clean and dry.

Mops must be hanging.

☐ **Back Room Clean and Organized**

No empty boxes laying around.

No food/plates or glasses from staff.

No rubbish on the floor around the bins.

Bins must be closed. Rubish in it must be correctly allocated.

☐ **Dust pans cleaned and dry**

All dust pans must be cleaned and dry.

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