Restaurant Bar Closing Checklist

Daily Operations

DATE	BARTENDER	SHIFT
____ / ____ / _____		

LAST CALL & GUEST DEPARTURE

- [ ] Last call announced
- [ ] All guests departed
- [ ] All guest tabs settled
- [ ] Remaining drinks and debris cleared

Other _____

CASH & POS CLOSE-OUT

- [ ] POS shift report printed
- [ ] Cash counted
- [ ] Credit / debit card batch closed
- [ ] Tips reconciled and recorded
- [ ] Cash secured in safe

Cash total _____

Over / short amount _____

Other _____

BEVERAGE STOCK

	FULL	PARTIAL	EMPTY
House spirits	○	○	○
Premium spirits	○	○	○
House wines	○	○	○

	FULL	PARTIAL	EMPTY
Draught beer kegs	○	○	○
Bottled / canned beer	○	○	○
Soft drinks and mixers	○	○	○

Other _____

REFRIGERATION

Bar fridge temp _____ °C 1–5 °C

Back bar cooler temp _____ °C 1–5 °C

Other _____

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BAR CLEAN-DOWN

- [ ] Bar top wiped and sanitised
- [ ] Bar mats cleaned and hung to dry
- [ ] Sinks emptied, cleaned, sanitised
- [ ] Draught taps and drip trays cleaned
- [ ] Ice well emptied and cleaned
- [ ] Speed pourers removed and soaked
- [ ] Cutting boards sanitised
- [ ] All counters and prep areas wiped
- [ ] Floor swept and mopped

Other _____

EQUIPMENT SHUTDOWN

	CLEANED & OFF	LEFT ON	N/A
Glasswasher	○	○	○
Blender	○	○	○

Ice machine ☐ Left Running ☐ Cleaned & Off ☐ N/A

Coffee machine ☐ Cleaned & Off ☐ Left On ☐ N/A

Soda gun / post-mix ☐ Flushed ☐ Not Done ☐ N/A

Other _____

GLASSWARE & TOOLS

- [ ] All glassware washed
- [ ] Glassware stored correctly
- [ ] Shakers and jiggers cleaned
- [ ] Strainers and muddlers cleaned
- [ ] Bar towels collected for laundry

Other _____

WASTE & RECYCLING

- [ ] Glass bottles sorted for recycling
- [ ] General waste bagged and removed
- [ ] Bins cleaned and re-lined

Spillage / breakage recorded _____

Other _____

SECURITY & LOCK-UP

- [ ] Liquor cabinets locked
- [ ] Stockroom locked
- [ ] All windows secured
- [ ] Bar area lights switched off
- [ ] Back door locked
- [ ] Alarm set
- [ ] Keys returned / secured

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Other

SIGN-OFF

Notes for next shift

Completed by

Time closed

Verified by (manager)

Notes

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