Seasonal Closing Checklist

Daily Operations

BUSINESS / LOCATION	LAST DAY OF OPERATIONS	MANAGER
	____ / ____ / _____	

UTILITIES & BUILDING

- [ ] Non-essential circuits turned off
- [ ] HVAC set to frost protection mode
- [ ] Water supply shut off (or winterised)
- [ ] Pipes drained or antifreeze added
- [ ] Gas supply shut off
- [ ] Hot water heater turned off / drained

SECURITY

- [ ] All doors and windows locked
- [ ] Alarm system armed for off-season
- [ ] CCTV recording and accessible remotely
- [ ] Exterior lights on timer or motion sensor
- [ ] Off-season inspection schedule set up
- [ ] Key holder contact list updated

EQUIPMENT & INVENTORY

- [ ] Perishable stock removed or donated
- [ ] Refrigeration units emptied and cleaned
- [ ] Equipment cleaned and covered
- [ ] Valuable items secured or removed
- [ ] End-of-season inventory count completed
- [ ] Outdoor furniture and signage stored

CLEANING & PEST PREVENTION

- [ ] Full cleaning completed
- [ ] All food removed (including fridges and cupboards)
- [ ] Waste bins emptied and removed
- [ ] Pest control treatment done
- [ ] Drains cleaned and sealed
- [ ] Gutters and downspouts cleared

ADMINISTRATION

- [ ] Final staff pay processed
- [ ] Keys and access cards collected from seasonal staff
- [ ] Mail forwarding / hold arranged
- [ ] Insurance company notified of closure period
- [ ] Utility providers notified
- [ ] Season-end financial records closed

SIGN-OFF

- [ ] Final walkthrough completed
- [ ] Building secured

Manager signature _____

- [ ] Date closed

Notes

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