

Person Responsible: \_\_\_\_\_

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# Opening & Closing Checklist

## Pre-Opening Checklist

- Exterior (including car park) clean and tidy
- Entrances/exits clean with clear access
- Signs illuminated (if appropriate)
- Founts clean and lights switched on
- Clean counter, tables and ashtrays
- Beer mats on tables
- All glasses clean and stock available
- Full ice buckets on back bar
- Lemon and orange etc. readily available
- Sufficient stock for normal trade
- Bottle display as per planogram
- Sparklers on taps are clean
- Float in till/sufficient till roll
- Fruit machines/music on
- Menus on display
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### CHECKS COMPLETED

TIME \_\_\_\_\_

SIGNED \_\_\_\_\_

## Mid Session

- Bar top clean and clear of empty glasses
- Tables and ashtrays clean
- Tables clear of glasses
- Tidy seating
- Re-stock bar if required
- Offer table service if time permits
- Toilets checked
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### CHECKS COMPLETED

TIME \_\_\_\_\_

SIGNED \_\_\_\_\_

## Premise Hours

Designated Premises Supervisor must ensure that all hours for this premise are made known to all staff.

DAY	HOURS
MON	_____
TUE	_____
WED	_____
THURS	_____
FRI	_____
SAT	_____
SUN	_____

### CHECKS COMPLETED

TIME \_\_\_\_\_

SIGNED \_\_\_\_\_

## Closing Time Checklist

- Remove sparklers - wash, sterilise and soak
- Turn off fount lights
- DO NOT turn off remote coolers and chillers
- Replenish stocks to planogram
- Remove unused bar fruit
- Empty and clean ice bucket
- Empty ashtrays into metal bin
- Wash all counters, tables etc
- Wash glasses
- Empty glass washing machine and clean filter
- Check toilets are secure
- Secure/bank takings
- Check bar security/set alarms
- Check all exterior access
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### CHECKS COMPLETED

TIME \_\_\_\_\_

SIGNED \_\_\_\_\_