

PM Bar Closing Duty Sheet T2

DAY & DATE:

CLOSING BARTENDER(S):

Soak/Wash all splash mats
Soak "IRISH CREAM" pour spouts
Marry juices, wash ALL pour & store spouts
Wash BOTH fruit trays
Marry fruit containers & wash the empties
Put juices & fruit trays in bus tub & bring to walk-in
Wipe down top, sides & doors of draft beer coolers
Pour soapy water down beer tap drains & soda gun holder
Clean pint freezer door & top
Wipe off all liquor bottles & clean the wells
Put plastic cups on all liquor bottles
Plug beer taps with Blue Stoppers
Soak soda guns, wipe off hoses
Wash all dishes
Take out trash
Pull mats, hose down mats outside, sweep/mop back bar, replace mats
Clean cocktail tables
Wipe off ATM & change machine
Wash all ashtrays, set them out to dry
Clean all sinks & black scrub brush thing
Fill urinal and toilets with ice from wells
Stock bottled beer
Stock all energy drinks & Jager machine (clean spouts)
Fill out liquor removal sheet
Sweep around trash cans; Pick up all trash behind bar
Take dirty towels to hamper
Clean Video Games
Clean underneath of touch screen game
Wipe off touch screen with damp cloth (do not use Windex)
Wipe off POS computers, computer screens & printers
Clean bar top
Check parking lots for trash
Turn off all TV's, neon lights, pool table lights, light fixtures
Turn off lights in the bathrooms
Bring empty liquor bottles to office
Pull out bar stools from around bar
Set up cocktail tables & barstools around them correctly (see bar map)
Lock all doors
Turn off all lights
Turn all AC's to 75 or Heat to 65
Leave note about anything important
Restock shelves in walk-in cooler
Set the alarm & lock the door

General Manager Spot Check

Discrepancies:

Sign _____ Date _____