

PM Bar Closing Duty Sheet T3

DAY & DATE: _____

CLOSING BARTENDER(S) & BARBACK: _____

	Check restrooms for paper and mess
	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
	Wrap draft beer taps with plastic wrap
	Soak soda guns, wipe off hoses
	Wash all dishes
	Take out trash or leave money for Booker
	Pull bar mats, hose down mats outside, sweep/mop back bar, replace mats
	Clean cocktail tables and booth 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 by office
	Clean Golden Tee & Bowling machines
	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, & window unit AC's
	Turn off lights in the bathrooms & TV in men's room
	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

