

# PM Bar Closing Duty Sheet T1

DAY & DATE: \_\_\_\_\_

CLOSING BARTENDER(S) & BARBACK: \_\_\_\_\_

	Check restrooms for paper and mess
	Soak/Wash all splash mats
	<b>Soak "IRISH CREAM" pour spouts</b>
	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
	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
	Stock bottled beer
	Stock all energy drinks & Jager machine (clean spouts)
	<b>Fill out liquor removal sheet</b>
	<b>Sweep around trash cans; Pick up all trash behind bar</b>
	Take dirty towels to hamper in office
	Pull bar mats, hose down mats outside, sweep /mop back bar, replace mats
	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
	<b>Check parking lots for trash</b>
	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
	<b>Bring empty liquor bottles to office</b>
	<b>Pull out bar stools from around bar</b>
	<b>Set up cocktail tables &amp; barstools around them correctly (see bar map)</b>
	Lock all doors
	Turn off bottle beer cooler& all other lights behind bar

	Turn off smoke eaters & turn up AC's to 75
	<b>Update "86" board</b> ; leave note about anything important
	Restock shelves in walk-in cooler
	<b>Put cases of beer in walk-in to chill as needed</b>
	Fill out t-shirt inventory sheet
	<b>LEAVE BOTH SETS OF KEYS!!!!!!!!!!!!!!!!!!!!!!!!!!!!</b>
	Set the alarm & lock the door

**PATIO**

	Collect & wash all glasses & ashtrays
	Clean bar top, table tops, big bar stools & chairs
	Turn off TV's
	Make sure gate is locked
	Lock both patio bar doors

NOTES:

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General Manager Spot Check

Discrepancies:

Sign \_\_\_\_\_ Date \_\_\_\_\_