

Bar Opening and Closing Checklist

perandio



Bar Opening and Closing Checklist

Opening

MANAGER:

DATE:

INSPECTION TASK	DONE
Check inventory levels and restock as needed: Ensure that all necessary items such as alcohol, mixers, garnishes, and glassware are fully stocked.	
Clean bar area: Wipe down all surfaces, including bar tops, counters, and equipment.	
Check equipment: Test all equipment, such as ice machines, refrigerators, and beer taps, to ensure they are in working order.	
Set up bar tools: Make sure all necessary tools such as bottle openers, shakers, and strainers are readily available.	
Check lighting and sound: Ensure that the lighting and sound systems are functioning properly.	
Check restrooms: Clean and restock restrooms with necessary items such as toilet paper, soap, and paper towels.	
Check tables and chairs: Ensure that tables and chairs are set up properly and that they are clean.	
Set up signage: Display appropriate signage, such as menus or specials.	

NOTES



Bar Opening and Closing Checklist

Closing

MANAGER:

DATE:

INSPECTION TASK	DONE
Check inventory levels: Take inventory of all items, and restock as necessary.	
Clean bar area: Clean and sanitise all surfaces, including bar tops, counters, and equipment.	
Store bar tools: Properly store all tools in their designated areas.	
Clean glassware: Wash and sanitise all glassware and utensils.	
Empty trash and recycling: Take out all trash and recycling.	
Turn off equipment: Turn off all equipment, including lights, sound systems, and appliances.	
Lock up: Secure all doors and windows, and set the alarm system.	
Complete cash handling procedures: Count the till and close out all transactions, including balancing the cash drawer and making bank deposits.	

NOTES



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INSPECTION TASK	DONE

NOTES

Large empty area for notes.