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Bar Opening and Closing Checklist

Bar Checklist - Opening

Completed By: **Signature:**   **Date:**

Done	Bar Checklist - Opening
	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

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Bar Checklist - Closing

Completed By: _____ **Signature:** _____ **Date:** _____

Done	Bar Checklist - Closing
	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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