

Bar Cleaning Checklist

Use this checklist daily and weekly to ensure your bar stays clean at all times to ensure the safety and satisfaction of your patrons. Find the digital version of this form and more at fulcrumapp.com/checklists.

General information

Name of establishment _____

Address Street Address _____

City, State, Zip _____

Contact name _____

Contact phone/email _____

Opening

- ▶ Melt remaining ice from the night before
 Yes No N/A
- ▶ Restock ice for the day
 Yes No N/A
- ▶ Check keg levels and restock if needed
 Yes No N/A
- ▶ Refill fridges with bottled and canned beverages
 Yes No N/A
- ▶ Make note of liquor, wine, beer, and mixers that are running low
 Yes No N/A
- ▶ Check dates on juices and discard if more than two days old
 Yes No N/A

- ▶ **Prepare lemons, limes, and other garnishes**
 Yes No N/A
- ▶ **Set up bar mats and trays, etc.**
 Yes No N/A
- ▶ **Restock disposable items like napkins, straws, etc.**
 Yes No N/A
- ▶ **Inspect and clean beer taps**
 Yes No N/A
- ▶ **Wipe down glasses**
 Yes No N/A
- ▶ **Wipe bar counter and chairs**
 Yes No N/A
- ▶ **Wipe down any table tents or displays**
 Yes No N/A
- ▶ **Check dates of open wine bottles and discard if they are more than three days old**
 Yes No N/A
- ▶ **Stock up on clean towels, beer openers, wine keys and pens**
 Yes No N/A
- ▶ **Count the cash in your register and stock with extra change**
 Yes No N/A

Notes _____

During shift

- ▶ Wipe down the bar after each patron
 Yes No N/A
- ▶ Straighten chairs whenever possible
 Yes No N/A
- ▶ Clean glassware, shakers, and other tools
 Yes No N/A
- ▶ Refill coolers with bottled and canned beverages
 Yes No N/A
- ▶ Take out the trash when it's full
 Yes No N/A
- ▶ Refill napkins, stirrers, straws, etc. as needed
 Yes No N/A
- ▶ Switch to clean linens for wiping regularly
 Yes No N/A

Notes _____

Closing

- ▶ Sanitize the bar top and stools
 Yes No N/A
- ▶ Sanitize all reusable menus
 Yes No N/A

- ▶ Sweep and mop floor behind the bar
 Yes No N/A
- ▶ Wipe liquor bottles and beer taps
 Yes No N/A
- ▶ Clean out beer taps with a keg-line brush
 Yes No N/A
- ▶ Clean the speed rails
 Yes No N/A
- ▶ Sanitize soda guns
 Yes No N/A
- ▶ Rinse drains and wash drain covers
 Yes No N/A

Notes _____

Weekly bar cleaning checklist

- ▶ Empty and clean reach-in coolers
 Yes No N/A
- ▶ Clean storage equipment
 Yes No N/A
- ▶ Clean shelving for glassware and liquor bottles
 Yes No N/A
- ▶ Sanitize keg lines
 Yes No N/A
- ▶ Take preventive measures for bugs and other pests
 Yes No N/A

▶ Run floor mats through the dishwasher or power wash outside

Yes No N/A

Notes _____

Certification

▶ Passed?

Pass Fail

Name of Inspector _____

Please print

Signature _____

Date _____ / _____ / _____

Time _____ : _____ AM / PM



Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at fulcrumapp.com/checklists