



Business Name: _____

Bar or Room: _____ Period: _____

Completed By: _____

OPENING CHECKLIST

DUTIES:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Set up tables and chairs							
Take out clean dishes and glasswares from the rack and organize them in the cupboard							
Clean glasswares and bottles							
Set up bar tools and equipments							
Restock any disposables items (straws, napkins, plastic utensils, etc.)							
Refill ice							
Check on perishables and prepare them							
Refill condiments and set out							
Check on taps and clean them							
Clean beer faucets with sanitizer							
Engage keg couplers							
Check bottle and keg levels (if empty, change)							
Check inventory for all bottles at the bar							
Count and assign cash drawers							
Check inventory for all bottles in storage room							
Sweep the floor							
Pick up trash							
BAR MANAGER CHECKED:							

CLOSING CHECKLIST

DUTIES:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Wipe down counters and chairs with sanitizer							
Place chairs upside down on tables							
Pick up trash on the floor							

Place glassware, tools, ashtrays, etc. in dishwasher & run							
Sweep and mop the floor							
Clean soda nozzles & replace							
Cover and store fresh juices, mixes, garnishes, etc. in cooler							
Wipe down all liquor bottles and check pour spouts							
Double check on bar's cash registers							
Count your bank and cross-check it with your POS							
Put beer caps back on taps							
Disengage keg couplers							
Take out trash							
Restock disposables (napkins, plastic utensils, straws, etc.) if running low							
Turn off music & TVs							
Turn off any neon lights and signs							
Turn off lights and lock up							
Double check and clean the bathroom							
BAR MANAGER CHECKED:							

WEEKLY CLEANING & MAINTENANCE

Week Starting: _____

DUTIES:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Clean beer cooler							
Pour Clorox in floor drains							
Polish brass railing							
Polish brass and chrome beer taps							
Polish espresso machine							
Wipe down displayed liquor bottles							
Clean bar mirrors							
Rotate beer and wine coolers							

