Bar opening and closing checklist

One sheet per day

Date _____ **Location** _____

Opening manager _____ **Closing manager** _____

Opening checklist

Open shift

Done	Task	Initials	Time
☐	Ice bins filled, ice scoops in their holders		
☐	Garnishes prepped and dated		
☐	Tills counted, POS and card readers on		
☐	Beer coolers and keg room at temperature		
☐	Speed rails stocked, back-ups in place		
☐	Restrooms clean and stocked		
☐	ID check guide and incident log at the bar		

Closing checklist

Close shift

Done	Task	Initials	Time
☐	Last call done, all guests out		
☐	Tills counted, drop made, safe locked		
☐	Glass washer drained and cleaned		
☐	Pour spouts covered, garnishes stored or discarded		
☐	Coolers closed, keg room locked		
☐	Floors swept and mats up		
☐	Log written and follow-ups assigned		
☐	Alarm set, doors locked		

Notes: anything skipped, why, and who will follow up