

Closing bar and restaurant Checklist

By subwaychecklistclosing

☐ ITEMS TO BE TURNED OFF

- ☐ turn off open sign and lock front door at appropriate time
- ☐ lights/fans/television
- ☐ hot well - empty water pan

☐ STOCKING

- ☐ fill retarder with appropriate amount of bread/flatbread
- ☐ take enough product out of the freezer to thaw for morning prep
- ☐ check backups for expiration dates (follow previously laid out instructions)
- ☐ finish all food prep for the night (full front fridge)
- ☐ rotate and restock chip rack with all varieties
- ☐ rotate and restock bottled beverage cooler with all varieties
- ☐ stock: napkins, bags, wrap, dressings, crackers, utensils, cups, lids, straws, sugars, creamer
- ☐ proofer
- ☐ cover all products from sandwich unit and place in walk-in for overnight storage
- ☐ clean hot well pan and spacers
- ☐ oven
- ☐ wash cutting boards and waste catch pans
- ☐ place sauce containers in appropriate overnight storage area

☐ CLEANING

- ☐ wash, rinse, and sanitize all dishes
- ☐ wash, rinse, and sanitize speed oven basket and paddle
- ☐ wash, rinse, and soak (in HOT sani) soda machine nozzles
- ☐ remove any food particles from sink and wipe down all parts, including backsplash
- ☐ clean and refill condiment bottles
- ☐ empty trash cans and wipe down outside trash cans
- ☐ clean all counters, walls, sandwich unit glass, prep tables, cookie display, under coin machine, and keyboard
- ☐ clean and mop under bread cabinets, wipe down all parts of cabinets

- ☐ clean tables, chairs (wipe down all parts of booths), and any other dining furniture
- ☐ clean microwave and speed oven
- ☐ clean inside and outside of proofer and oven doors
- ☐ wipe down all faux wood cabinets/walls (under soda machine, in front of and behind sandwich table)
- ☐ sweep and mop all floors (including backroom)
- ☐ clean bathrooms
- ☐ POS/MONEY COUNT
 - ☐ make all necessary deposits
 - ☐ complete money cash-in
 - ☐ create drop for all remaining money in drawer and drop all bills in safe
- ☐ FINAL WALKTHROUGH
 - ☐ equipment off?
 - ☐ cabinets closed?
 - ☐ everything stocked and cleaned?
 - ☐ doors locked?
 - ☐ clean inside and outside of sandwich unit completely
 - ☐ speed oven
 - ☐ sandwich unit