

# 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