Restaurant closing checklist

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Site		**Date**	
Closed by		**Time**	

0 of 23 tasks done

Tick Done (✓ or x). °C: type the reading, it turns pink outside the limit in Settings. Empty rows: add your own tasks.

#	Task	Done	°C	Time	Initials	Notes
Kitchen						
1	Food covered, labelled with a date and put away					
2	Leftovers cooled quickly and in the fridge, or thrown away					
3	Fridge 1 temperature					
4	Fridge 2 temperature					
5	Freezer temperature					
6	Fryers, grills and ovens off, gas off					
7	Surfaces, boards and equipment cleaned and sanitised					
8	Floors swept and mopped, drains clear					
9	Bins emptied, lids closed, bin area tidy					
10	Dishwasher emptied, drained and cleaned					
Bar						
11	Fridges restocked, doors shut					
12	Beer nozzles and drip trays cleaned					
13	Glass washer drained and cleaned					
Front of house						
14	Tables cleared and wiped, chairs up					
15	Toilets checked and cleaned					
16	Till cashed up, takings and float in the safe					
17	Card machine end-of-day totals run					
Lock-up						
18	Today's cleaning schedule signed off					
19	Taps off, nobody left on site					
20	Windows and back doors locked					
21	Lights and non-essential power off					
22	Handover notes written for the next shift					
23	Alarm set, front door locked					

Problems, repairs, anything the next shift should know

Checked by (manager)

Signature