PM Bar Closing Duty Sheet T3

DAY & DATE:

CLOSING BARTENDER(S) & BARBACK:

Check restrooms for paper and mess Soak/Wash all splash mats Marry juices, wash ALL pour & store spouts Wash BOTH fruit trays Marry fruit containers & wash the empties Put juices & fruit trays in bus tub & bring to walk-in Wipe down top, sides & doors of draft beer coolers Pour soapy water down beer tap drains & soda gun holder Clean pint freezer door & top Wipe off all liquor bottles & clean the wells Put plastic cups on all liquor bottles Wrap draft beer taps with plastic wrap Soak soda guns, wipe off hoses Wash all dishes Take out trash or leave money for Booker Pull bar mats, hose down mats outside, sweep/mop back bar, replace mats Clean cocktail tables and booth tables Wipe off ATM & change machine Wash all ashtrays, set them out to dry Clean all sinks & black scrub brush thing Fill urinal and toilets with ice from wells Stock bottled beer
Soak "IRISH CREAM" pour spouts Marry juices, wash ALL pour & store spouts Wash BOTH fruit trays Marry fruit containers & wash the empties Put juices & fruit trays in bus tub & bring to walk-in Wipe down top, sides & doors of draft beer coolers Pour soapy water down beer tap drains & soda gun holder Clean pint freezer door & top Wipe off all liquor bottles & clean the wells Put plastic cups on all liquor bottles Wrap draft beer taps with plastic wrap Soak soda guns, wipe off hoses Wash all dishes Take out trash or leave money for Booker Pull bar mats, hose down mats outside, sweep/mop back bar, replace mats Clean cocktail tables and booth tables Wipe off ATM & change machine Wash all ashtrays, set them out to dry Clean all sinks & black scrub brush thing Fill urinal and toilets with ice from wells Stock bottled beer
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Clean all sinks & black scrub brush thing Fill urinal and toilets with ice from wells Stock bottled beer
Fill urinal and toilets with ice from wells Stock bottled beer
Stock bottled beer
Stock all energy drinks & Jager machine (clean spouts)
Fill out liquor removal sheet
Sweep around trash cans; Pick up all trash behind bar
Take dirty towels to hamper by office
Clean Golden Tee & Bowling machines
Clean underneath of touch screen game
Wipe off touch screen with damp cloth (do not use Windex)
Wipe off POS computers, computer screens & printers
Clean bar top
Check parking lots for trash
Turn off all TV's, neon lights, pool table lights, light fixtures, & window unit AC's
Turn off lights in the bathrooms & TV in men's room
Bring empty liquor bottles to office
Pull out bar stools from around bar
Set up cocktail tables & barstools around them correctly (see bar map)
Lock all doors

Turn off bottle cooler lights, WALK-In lights, & all other lights behind bar
Unplug pint glass freezer
Turn off smoke eaters & turn up AC's to 75
Update "86" board; leave note about anything important
Restock shelves in walk-in cooler
Fill out t-shirt inventory sheet
LEAVE <u>BOTH</u> SETS OF KEYS!!!!!!!!!!!!!!!!!!!!!
Set the alarm & lock the door

PATIO

Wipe off tables, reset chairs around tables
Collect & wash all glasses & ashtrays
Clean bar top, table tops, big bar stools & chairs
Turn off TV's
Lock both patio bar doors

NOTES:			
General Manager S Discrepancies:	Spot Check		
Sian		Date	