

# Bar Opening and Closing Checklist



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## Opening Procedures:

### Before Opening:

- Check inventory levels of beverages, mixers, garnishes, and supplies.
- Ensure the bar area is clean, organized, and well-stocked.
- Set up POS systems, cash registers, and other operational equipment.

### During Opening:

- Turn on lights, music, and ambiance features to create a welcoming atmosphere.
- Set up bar stools, tables, and seating arrangements as needed.
- Prepare menus, specials, and promotional materials for display.

### Check Bar Equipment:

- Verify that all bar equipment (blenders, shakers, ice machines) is functioning properly.
- Ensure glassware is clean, polished, and ready for use.
- Confirm that refrigerators and chillers are at the appropriate temperatures.

### Check Supplies:

- Ensure an adequate supply of cocktail napkins, straws, stirrers, and coasters.
- Check the availability of cocktail ingredients, mixers, and garnishes.
- Ensure the availability of non-alcoholic options for designated drivers and guests.

### Safety and Hygiene:

- Ensure first aid kits and fire extinguishers are accessible and fully stocked.
- Verify that floor mats are in place to prevent slips and falls.
- Check restrooms for cleanliness, stocked supplies, and functioning fixtures.

## Closing Procedures:

### Last Call:

- Announce last call to customers to provide ample time to finish their drinks.
- Stop serving alcohol before the legal closing time.

### Check Inventory:

- Assess remaining inventory of beverages, mixers, and other supplies.
- Identify any low-stock items that need to be reordered.

### Settle Payments:

- Close out all tabs and process final payments accurately.
- Count cash and verify it matches the POS system's cash report.

### Clean and Organize:

- Clear and clean all tables, bar tops, and seating areas.
- Wash and sanitize glassware, utensils, and bar equipment.
- Properly dispose of any leftover garnishes, perishable items, or unused ingredients.

### Secure the Bar:

- Lock all entrance and exit doors and windows securely.
- Turn off lights, music, and other electronic equipment.
- Set the alarm system if applicable.

### Final Checks:

- Ensure all equipment is turned off and unplugged to conserve energy.
- Store perishable items in refrigerators and secure non-perishable items.
- Conduct a final walkthrough to ensure all tasks are completed.

### Report:

- Document any maintenance or repair needs for equipment or facilities.
- Make note of any incidents, customer feedback, or unusual occurrences.