



Restaurant closing checklist

- Turn off "OPEN" sign at closing time (if applicable)
- Lock doors and secure
- Clean and sanitize all tables, chairs, and countertops
- Sweep and mop floors in kitchen and dining areas
- Empty and clean all trash cans and recycling bins
- Clean and sanitize restrooms and replenish supplies
- Wipe down and sanitize all kitchen equipment and surfaces
- Clean and sanitize condiment, utensil, and beverage stations
- Dispose of any expired or spoiled food items
- Perform thorough inventory check and restock as necessary
- Check and record temperatures for all refrigeration units
- Wash, dry, and store all dishes, utensils, and cookware
- Empty, clean, and sanitize grease traps and fryers
- Turn off and unplug all kitchen appliances and equipment
- Secure and lock all cash registers and POS systems
- Count and record daily sales and prepare deposit slips
- Secure and lock all case registers and POS systems
- Turn off interior and exterior lights
- Set the alarm system, lock all doors and gates
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