

Closing Checklist

- 1. Clean both grills (this includes pulling the grills out and getting the carbon off of the backs)**
- 2. Clean teflons on the grills**
- 3. Wipe down both bun toasters**
- 4. Clean all filters**
- 5. Wipe down all surfaces including the tops of all 3 uhc cabinets**
- 6. Sweep and deck scrub all three sides and under reg/quarter freezers**
- 7. Clean both uhc's**
- 8. Defrost reg freezer on Mondays and Thursdays**
- 9. Defrost quarter freezer on Wednesday and Saturdays**
- 10. THE MANAGER NEEDS TO COUNT THE WASTE, THIS INCLUDES THE FRIES...**
- 11. Wash all dishes and put them away**
- 12. Clean out the mop sink**
- 13. Wash towels (make sure they are washed separately)**
- 14. Sweep and mop employee restroom, crew room, back sink area, and the stockroom**
- 15. Wipe down all tables, seats, and window ledges**
- 16. Clean condiment bar, tops of trashcans, change all trash (including trashcans underneath the condiment bar)**
- 17. Clean both bathrooms (including mirror, toilets, trash, and sinks and counter tops)**
- 18. Sweep and mop restrooms, behind trashcans, and entryways**
- 19. Stock everything**
- 20. Clean ice bin in d/t and pour 3 cups of hot water down all of the drains (large coffee cup)**
- 21. Clean all trays (after you dry them they need to be lined)**
- 22. Sweep and deck scrub frontline (including underneath the reach-in and ice cream machine)**
- 23. Clean the black and orange wall**
- 24. Sanitize all coffee syrup pumps and wipe down the bottles**
- 25. Wipe down all registers and printers (including d/t)**
- 26. Wipe down top of fry station and clean fry box area**
- 27. Clean underneath both HLZ's**
- 28. Clean frontline counter, center island, cream dispenser, flurry machine, ice cream machine (including both agitators and lids)**
- 29. Clean both little fridges in d/t**
- 30. Make sure window 1 is locked and area is cleaned**
- 31. Pull and count all drawers and enter them into the computer**
- 32. Fill out the cash sheet**
- 33. Recount the safe (make sure overnight mgr counted the safe)**
- 34. Straighten the office before you leave (including but not limited to sweeping and mopping, cleaning the walls, wiping down the desk, throwing trash away)**
- 35. Walk thru store and follow up on closers**

