

CLOSING CHECKLIST

DATE _____

Lobby/Place Play/Bath Rooms

- 1. Change trash if more than half full (10 pm)
- 2. Wipe down all tables and seating (10 pm)
- 3. Wipe down all trash receptacles (10 pm)
- 4. Wipe down all ledges (by 9 pm)
- 5. Clean and stock condiment bar (10 pm)
- 6. Wipe Down game center and turn off the breaker (by 9 pm)
- 7. Clean both bathrooms (10 pm)
- 8. Wipe down happy meal display (by 9 pm)
- 9. Wipe down drink dispensers and remove defusers (11 pm)
- 10. Spot clean all windows and doors (10 pm)
- 11. Sweep all rugs and underneath them (by 11 pm)
- 12. Sweep (by 11 pm)
- 13. Mop and deck scrub according to schedule (11 pm)

Frontline

- 1. Wipe all condiment carts and organize (by 8 pm)
- 2. Change all trash and clean all trashcans inside and out (by 10 pm)
- 3. Wipe down both counters, under registers, printers, and cashless machines (by 10 pm)
- 4. Clean all monitors, registers, charity boxes, c/c machines (by 7 pm)
- 5. All trays cleaned, dried, and lined (by 11 pm)
- 6. Everything stocked accordingly to pre-shift and build to's (by 10 pm)
- 7. Wipe down tops of equipment (by 7 pm)
- 8. Shake machine cleaned (agitators, both lids, sides, both pumps by 11)
- 9. Flurry containers and entire stand (by 9 pm)
- 10. Clean landing zones and underneath both (by 10 pm)
- 11. Clean and stainless all stainless (by 9 pm)
- 12. Sweep including underneath shake machine and fridge (by 10 pm)
- 13. Deck scrub every night (by 10 pm)

Drive Thru

- 1. Clean cart and stand, restock 9 napkins and 6 straws (by 9 pm)
- 2. Wipe down window ledges (by 8 pm)
- 3. Spot clean windows (by 7 pm)
- 4. Sweep and mop underneath abs (by 10 pm)
- 5. Clean all monitors and their holders (by 7 pm)
- 6. Wipe down registers and printers including cords (by 7 pm)
- 7. Stock lids and cups (by 10 pm)

CLOSING CHECKLIST

Grill

- 1. Dress table cleaned and restocked (by 10 pm)
- 2. Wrap stations cleaned and restocked (by 9 pm)
- 3. Clean tops of equipment (by 7 pm)
- 4. Clean printers and holders (by 7 pm)
- 5. Clean side 2 toaster and table (by 7 pm)
- 6. Clean UHC (rotate the usage) (by 9 pm)
- 7. Change all trashcans and clean them out (by 10 pm)
- 8. Deck scrub both sides every night (by 11 pm)
- 9. Empty all grease traps and spray them out (by 10 pm)
- 10. Remove and clean grease trap drain (right after emptying traps)
- 11. Close 1 grill and wipe down entire grill area (by 9 pm)
- 12. Prep area cleaned and organized (by 9 pm)
- 13. Declutter hoods (by 9 pm)
- 14. Wipe down all walls (by 8 pm)
- 15. Restock breakfast cooler and freezer (by 6 pm)

Dishes

- 1. Clean all dishes and put away (by 11 pm)
- 2. Sink cleaned out when finished washing dishes
- 3. All dirty towels washed (including grill towels) (by 10 pm)
- 4. All filters sprayed out and replaced, including up front fryers (10 pm)
- 5. All boxes broken down and taken outside (by 10 pm)
- 6. Compactor emptied (by 11 pm)
- 7. Crew room cleaned (by 8 pm)
- 8. Take all empty boxes out of stockroom, freezer, and walk-in (by 8 pm)
- 9. Sweep and mop back area (including between rows in stockroom)
- 10. Clean tea and coffee pots/urns (by 11 pm)

Manager

- 1. All drawers pulled, counted, and recorded
- 2. Cash sheet filled out completely (including safe counts and deposit)
- 3. Office cleaned and Declutter (by 9 pm)
- 4. Change trash (by 9 pm)
- 5. Deck scrub office (by 9 pm)
- 6. Ronald charity boxes emptied (by 9 pm)
- 7. Check ALL other areas to insure complete
- 8. Take over for overnight manager to check the closing checklist

Deck Scrubbing Schedule

Sunday: Play place Monday: Side One (closest to highway)

Tuesday: Middle and frontline Wednesday: Side two (by the drink station)

Thursday: Bathrooms and doorways

Closing mgr _____ **Overnight mgr** _____