

## Closing Checklist

Date \_\_\_\_\_

### \*Frontline/DT

- \_\_\_ Stock FL according to pre-shifts and build-to's
- \_\_\_ Clean candy dispensers, shake machine and ice cream area
- \_\_\_ Clean Mccafe machine
- \_\_\_ Frappe machine daily cleaning
- \_\_\_ Towels all washed with fresh clean/dirty towel water in place
- \_\_\_ Change all trashes
- \_\_\_ Wipe down all surfaces in DT and FL
- \_\_\_ Clean both HLZ's
- \_\_\_ Stock DT completely for Overnight manager
- \_\_\_ Pull out, sweep, mop, and spray behind frappe area

### **Closing Manager** \_\_\_\_\_

### \*Window 1

- \_\_\_ Make sure window 1 is free of trash
- \_\_\_ Crew room clean (trash empty, table wiped down, sweep and mop)
- \_\_\_ Side 2 wiped down and floor cleaned
- \_\_\_ All trays cleaned and lined

### **Closing Manager** \_\_\_\_\_

### \*In Charge Manager

- \_\_\_ All drawers pulled, counted, and recorded
- \_\_\_ Cash sheet COMPLETELY filled out
- \_\_\_ Be sure the overnights pre-shift is complete
- \_\_\_ Allow Overnight to count safe
- \_\_\_ Follow up on all other closing tasks
- \_\_\_ Office desk cleaned, floor swept, and trash empty

**Closing Manager** \_\_\_\_\_

## Closing Checklist

### \*Grill Area

- Properly clean BOTH UHC's (turn to clean mode and use brush)
- Break down at or after 8pm (NOT BEFORE)
- Make sure side 2 is completely turned off and cleaned
- Clean dishes ( put them away and clean back sink area when finished)
- All boxes broken down, and taken out
- All towels washed(including grill towels) and all towel water replaced
- Sweep, mop, and deck scrub WHOLE grill area
- Stock and clean table for the overnights (includes shelves under table)
- Stock meat freezer, fry product freezer, and prep fridge for next shift according to pre-shifts and build-to
- CLEANING GRILL (must do all)
  - Empty all grease traps and rinse them out
  - Remove teflons, clean grill and flip teflons according to chart
  - wipe down back, sides and front of grill including the equipment tray
  - remove filters and rinse

### Closing Manager

#### \*Playland

- Wipe down all tables and seating
- Check all trashes(change if over ½ full)
- Sweep and mop

### Closing manager

#### \*Lobby

- Wipe down all tables, seating, and tops of trash cans
- Spot clean windows, doors, and both bathrooms
- Change any trash over ½ full
- Stock condiment bar and clean drink station
- Clean vestibules (Remove rugs, sweep and mop)
- Sweep, mop, and deck scrub (according to schedule below)

### Closing Manager

#### Deck Scrubbing

Sunday: playland Monday: Left side (closest to hwy) Tuesday: middle&L  
Wednesday: right side (by drink station) Thursday: Bathrooms&Vestibules