

## Kearney Closing Checklist for Overnights

### Grill

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 meat on Mondays and Thursdays
9. Defrost pie freezer on Wednesday and Saturdays
10. Complete bun pull
11. THE MANAGER NEEDS TO COUNT THE WASTE, THIS INCLUDES THE FRIES...

### Dishes

12. Wash all dishes and put them away
13. Clean out the mop sink
14. Wash towels (make sure they are washed separately)
15. Sweep and mop employee restroom, crew room, back sink area, and the stockroom
16. Wipe down all tables, seats, and window ledges
17. Clean condiment bar, tops of trashcans, change all trash (including trashcans underneath the condiment bar)

### Lobby

18. Clean both bathrooms (including mirror, toilets, trash, and sinks and counter tops)
19. Sweep and mop restrooms, behind trashcans, and entryways
20. Stock everything
21. Clean ice bin in d/t and pour 3 cups of hot water down all of the drains (large coffee cup)
22. Clean all trays (after you dry them they need to be lined)
23. Sweep and deck scrub frontline (including underneath the ice cream machine)
24. Deckscrub: Sunday-center area; Monday-Coke machines & back; Tuesday-restroom side

### Frontline

25. Wipe down top of fry station and clean fry box area
26. Clean underneath both HLZ's
27. Clean frontline counter, center island, cream dispenser, flurry machine, ice cream machine (incl both agitators & lids)

### Manager

28. Make sure window 1 is locked and area is cleaned
29. Pull and count all drawers and enter them into the computer
30. Fill out the cash sheet
31. Recount the safe (make sure overnight manager counted the safe)
32. Straighten the office before you leave (including but not limited to sweeping and mopping, cleaning the walls, wiping down the desk, throwing trash away)
33. Walk thru store and follow up on closers

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Closing Manager Signature

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Overnight Manager Signature

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Date