

North Liberty Closing Checklist

Grill

1. ___ Wipe down all surfaces
2. ___ Clean BOTH UHC's
3. ___ Clean BOTH toasters
4. ___ Clean and organize salad prep area
5. ___ Clean 2 grills
6. ___ Clean all filters
7. ___ Sweep and deck scrub under freezers
8. ___ Count waste (Manager)
9. ___ Clean steamer
10. ___ Wipe down all shelving
11. ___ Clean walls
12. ___ Clean trash cans

Frontline/Drive-Thru

1. ___ Wipe down front counter, center island, cream dispenser, McFlurry machine, and ice cream/shake machine
2. ___ Clean inside, outside, and underneath HLZ's
3. ___ Wipe down top of fry station
4. ___ Clean under ABS and take apart
5. ___ Wipe down all registers and monitors
6. ___ Sweep under fry station & mop, deck scrub Sunday night
7. ___ Clean fry box area and underneath
8. ___ Stock everything!!!!
9. ___ Clean and line trays
10. ___ Clean espresso area including milk refrigerator

Lobby

1. ___ Wipe down tables, seats, condiment bar, and tops of trash cans
2. ___ Stock condiment bar
3. ___ Change trash and clean out cans
4. ___ Soak drink station diffusers
5. ___ Sweep and mop
6. ___ Sweep and mop behind trash cans and entryways
7. ___ Sweep in between booths

Dishes

1. ___ Wash Frontline, DT, Grill, and Lobby dishes and put away!!!
2. ___ Clean out mop sink
3. ___ Wash towels
4. ___ Sweep & mop back area and stock room
5. ___ Break down boxes
6. ___ Clean out sink
7. ___ Clean walls

Manager

1. ___ Recount the safe
2. ___ Pull, count, and enter all drawers
3. ___ Fill out the cash sheet
4. ___ Wipe down the desk
5. ___ Change trash
6. ___ Sweep and mop the office
7. ___ Walk through the store!!!
8. ___ Go through freezer and cooler and check for boxes and cleanliness