

N. Liberty Closing Checklist

Grill

1. Clean both grills (including carbon on the backs)
2. Clean grill Teflons on the grill
3. Wipe down bun toasters – remove all seeds
4. Clean all filters
5. Wipe down all surfaces including the tops of the uhc cabinets
6. Sweep and deck scrub all three sides and under freezers – push back table
7. Clean both uhc's with soapy water and white scrubber
8. Count waste (Manager)
9. Stock, rotate and time buns! – Wrap buns that are open
10. Turn off everything!
11. Empty freezer and defrost
12. Take steamer back to be washed.

SIGN

Dishes

1. Wash all dishes and put them away
2. Clean out mop sink
3. Wash towels separately
4. Sweep and mop back area
5. Make sure all mops are dumped
6. Break down boxes

SIGN

Lobby

1. Wipe down all tables, seats, condiment bar, and tops of trashcans
2. Stock condiment bar
3. Sweep both rugs
4. Change trash
5. Take apart drink station
6. Sweep & mop entryways
7. Clean both doors and window

SIGN

Front Line/Drive thru

1. Clean fry box area
2. Stock everything
3. Clean and line trays
4. Sweep and deck scrub front line, d/t, and under fry station
5. Wipe down all registers and printers
6. Wipe down top of fry station
7. Clean underneath HLZ's
8. Wipe down front counter, center island, cream dispenser, flurry machine, ice cream/shake machine
9. Clean McCafe' fridge and check expiration dates
10. Stainless everything

SIGN

Manager

1. Make sure window 1 is locked
2. Pull and count all drawers and enter them in the computer
3. Fill out the cash sheet
4. Recount the safe
5. Wipe down the desk
6. Sweep and mop the office
7. Walk thru the store
8. Clean McCafe and frappe machines

SIGN

PUT IN LINDSEY'S BOX