

CLOSING CHECKLIST – FOR USE PRIOR TO HOLIDAYS CLOSED

Please initial each item upon inspection.

- ☐ 1) Prior to darkness run out as much trash as possible.
- ☐ 2) At close - All doors and DTW locked. Check Restrooms.
- ☐ 3) All refrigerators, coolers, freezers shut tight and **LEFT ON**. Make sure these items are still on after circuit breakers are off.
 - ☐ Fry freezer
 - ☐ Backline coolers (all food items put into walk in cooler)
 - ☐ Drive thru coolers (all food items put in walk in cooler)
 - ☐ Walk in cooler
 - ☐ Salad Display cooler (**all food items except salads put in walk in cooler**)
 - ☐ Walk in freezer (outside ones, double locked)
- ☐ 4) Holiday beef procedures followed – Page 87 and 88 of OSM.
- ☐ 5) Tightly seal any open buns.
- ☐ 6) All equipment off.
 - ☐ Coffee machine
 - ☐ Fryers/Lids over fryer
 - ☐ Ovens
 - ☐ Toasters
- ☐ 7) All water facets turned off **TIGHTLY**.
 - ☐ Kitchen
 - ☐ Service Area
 - ☐ Rest Rooms
 - ☐ Janitor Stall/Mopsink
- ☐ 8) Minimum required lighting left on: (security lights, inside menu board).
- ☐ 9) **ALL SALADS, LETTUCE, TOMATOES, OR PREP PORTIONS THAT WILL EXPIRE ON THE HOLIDAY: THROW AWAY AND RECORD AS WASTE. (NONE LEFT IN CASE OR WALK IN COOLER).**
- ☐ 10) Ice bins full as possible – tops closed. This will keep your soda from going flat.
- ☐ 11) Trash containers in dining room empty – no bags – let them air out.
- ☐ 12) Leave desk area neat and orderly – reports in one place.
- ☐ 13) Safe locked. Petty Cash Dropped.
- ☐ 14) Upon leaving - All doors locked and secured.