

# Restaurant Closing Checklist

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Dining Area &amp; Cleaning</b>															
All tables cleared, wiped, and reset															
Chairs stacked or arranged per closing standard															
Floor swept and mopped															
Windows and mirrors wiped															
Condiments restocked and sealed															
Menus wiped and stored															
Lost and found items logged															
<b>Restrooms</b>															
Toilets and sinks cleaned and disinfected															
Floors mopped															
Soap, paper towels, toilet paper restocked															
Trash emptied															
Checked for any maintenance issues															
<b>Cash &amp; Systems</b>															
Till counted and reconciled															
Cash drops completed															
POS end-of-day report run and saved															
Reservation system updated for tomorrow															
Loyalty/gift card transactions logged															
Safe secured															
<b>Kitchen Shutdown</b>															
All food stored correctly (labeled, dated, covered)															
Grills, fryers, ovens turned off and cleaned															
Surfaces sanitized															
Dishwasher run, emptied, and sanitized															
Floor drains cleared and cleaned															
Trash removed to designated area															
Walk-in cooler/freezer temperatures checked and logged															
Pest prevention check completed															
All equipment powered down															
<b>Prep for Next Day</b>															
Stock levels checked and order list updated															
Mise en place prep completed for tomorrow															
Reservation count for tomorrow reviewed															
Staff schedule for tomorrow confirmed															
Specials board updated if applicable															
Opening checklist printed/accessible for opening team															
Any maintenance issues logged for management															
<b>Final Checks</b>															
All lights off (except security lighting)															
All doors and windows locked															
Alarm set															
Last person out confirmed and logged															
<b>Handover Notes</b>															
Any guest incidents logged															
Equipment issues reported															
Inventory shortages flagged															
Messages left for opening team															

# Restaurant Closing Checklist

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Item	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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