



Preclosing and Closing Checklist

To be completed by manager or key holder with help of team members (can start after 7PM)

	Clean juicer		
	Clean blenders and lid enclosures.		
	Jam any fruit needed (must have 4 or 5 same color baskets)		
	Wash dishes and put in proper place.		
	Clean bottom of ALL fridges and freezers in BOH and FOH		
	Clean OJ machine (including underneath machine) but do not put back together.		
	Clean and put back together wheatgrass machine (8:30PM)		
	Put wheatgrass in the BOH fridge.		
	Stock the mini fridge in FOH - must be day dotted.		
	Complete Temperature log by 8PM		
	Clean floor drains by sink.		
	Lock front and back doors - 9PM only!		
	Turn off oven.		
	Clean, wipe down and stock the pour station.		
	Scrape excess ice inside dipbox and clean inside (no fruit on floor) 'do not leave spoodles and ice		
	Clean boost, cover with lids and restock if needed (use day dots) 'place scoops on tops off lids'		
	Stock up the dipbox with any fruit needed.		
	Clean and wipe down the counters.		
	Clean and stock the pour station.		
	Take out all trash.		
	Clean the lobby - use checklist.		
	Clean the bathroom - use checklist.		
	Sweep and mop lobby, FOH and BOH		
	Clean any remaining dishes and put up properly Clean out sinks.		
	Parts to OJ machine left in sink soaking in sanitizer		
MANAGER	Check out drawers and drop deposit into safe.		
	Count registers and safe - record info. Put registers in the safe once done.		
	Turn off music and TVs (menu and dining room TVs)		
	Turn off lights.		
	Charge iPads in the office.		
	Turn on alarm		
	Lock door after leaving and pull to make sure it is locked.		