

Bar opening & closing checklist

Free bar opening and closing checklist template as a printable PDF or Excel sheet. Covers cellar, lines, glassware, till, stock and lock-up with initials and times.

VENUE / SITE

DATE

OPENING BARTENDER

CLOSING / DUTY MANAGER

Task	Done Initials	Time hh:mm	Issue found / action
OPENING – CELLAR AND EQUIPMENT			
Cellar temperature checked and recorded			
Gas cylinders checked, spare connected and in date			
Keg and cask levels checked, next kegs moved into position			
All lines pulled through and tasted, first pint poured to waste			
Glasswasher on, detergent and rinse aid topped up			
Ice machine checked and ice bins filled			
Bottle fridges reading in range and fully stocked			
Post-mix and syrups checked and connected			
OPENING – BAR SETUP			
Till opened, float counted and signed for by two people			
Card terminals on, connected and test transaction cleared			
Garnish prepped, dated and covered			
Spirit rail stocked, optics fitted and free-pour measures checked			
Glassware polished and stocked to par at every station			
Bar mats, drip trays and speed rails clean and in place			
Wine list and drinks specials board correct for today			
Age verification signage displayed, refusals log to hand			
CLOSING – WITH CUSTOMERS STILL IN			
Last orders called at the required time and logged			
Glasses collected and run through the glasswasher			
Bottle bins emptied and glass taken out			
Garnish binned or covered and dated			
Post-mix guns soaked and nozzles cleaned			
Fridges restocked for tomorrow, rotating oldest to the front			
CLOSING – LOCK-UP BY ONE NAMED PERSON			
Till cashed up, takings reconciled against the report and any variance noted			
Cash bagged and put in the safe; float set for tomorrow			
Spirits and premium stock locked away or rail secured			
Taps pulled clean, nozzles removed and soaked			
Cellar door and outside doors locked, gas turned off if policy			
Glasswasher drained and left open, ice bins emptied			
Bar surfaces, sinks and floor cleaned; drains flushed			
Fire exits clear and alarm set			

Task	Done Initials	Time hh:mm	Issue found / action
Lights, TVs, music and heaters off			
Keys accounted for and building secured			

Two people count the float at open and the takings at close. Any variance is written on the sheet the same night, not explained the next day.

Record line cleaning in your line cleaning log as well – a tick here is not a dated cleaning record.

One named person completes the lock-up section with the sheet in hand.