Broombook

Free printable checklist

Bar cleaning checklist

Closing, behind the bar, taps and lines, floors and restrooms

Client or site

Date

Cleaner

Bar closing cleaning checklist

31 tasks

Behind the bar

- [ ] Wipe every bottle in the speed rails and back bar, and wipe the rails and shelves under them
- [ ] Empty, wash, rinse and sanitize ice wells and bins; leave them open to air-dry
- [ ] Soak and scrub soda gun nozzles and holsters; wipe the gun bodies and lines where hands touch them
- [ ] Wash, rinse and sanitize bar tools, shakers, strainers, pour spouts and garnish trays; air-dry, never towel-dry
- [ ] Cover or discard garnishes and wipe the garnish station; date what stays
- [ ] Wash and sanitize cutting boards and knives
- [ ] Clean the bar top, bar mats, the service well and the drink rail; lift and scrub the rubber mats
- [ ] Run the last glass rack, empty and clean the glass washer, and wipe the three-compartment sink
- [ ] Wipe the outside of reach-in coolers, handles and gaskets, and the keg cooler door
- [ ] Pour hot water down the bar drains and floor sinks, scrub the drain covers
- [ ] Empty bar trash and recycling, rinse bins, replace liners, and take glass out

Restrooms

- [ ] Clean and disinfect toilets, urinals, seats, flush handles and partitions
- [ ] Clean and disinfect sinks, faucets, counters and the baby changing table
- [ ] Clean mirrors and the outside of dispensers; refill toilet paper, paper towels and soap
- [ ] Empty trash and sanitary bins and replace liners
- [ ] Check for vomit or blood and clean it up with the written body fluid procedure
- [ ] Sweep and mop the floor last, with a wet floor sign out

Taps and draft system

- [ ] Wipe faucet exteriors and the drip tray; empty and wash the drip tray
- [ ] Rinse the drip tray drain line with hot water
- [ ] Cap faucets with clean caps or plugs if the bar uses them
- [ ] Check the beer line cleaning log and note when the next two-week clean is due

Front of house

- [ ] Clear glasses and bottles from every table, booth, ledge and the patio
- [ ] Clean and sanitize tabletops, then wipe chair seats, backs and booth upholstery
- [ ] Wipe the host stand, menus, card terminals (spray the cloth) and the POS screens
- [ ] Clean the dance floor, stage edges and VIP booths of spills, glitter and confetti
- [ ] Clean entry door glass and handles, and shake out entry mats
- [ ] Sweep and mop all floors last, in sections, with a degreaser where drinks spilled and a wet floor sign out

Close

- [ ] Take all trash, recycling and glass to the dumpster and close the lids
- [ ] Set out clean bar towels and rags for the opening shift, and bag the dirty ones
- [ ] Check the floor is dry, the mats are back down, and nothing blocks an exit
- [ ] Lock up and set the alarm the way the owner asked

Bar shift cleaning checklist

6 tasks

Opening and during service

- [ ] Set up sanitizer buckets and wiping cloths at the right concentration and test them with the kit
- [ ] Wipe the bar top and rail between guests and after every spill
- [ ] Change the sanitizer solution when it looks dirty or tests low
- [ ] Clean the ice scoop holder and keep the scoop out of the ice
- [ ] Check the restrooms every hour on busy nights and log it
- [ ] Sweep broken glass immediately with a brush and dustpan, never by hand, and mop the spill

Weekly bar cleaning checklist

10 tasks

Bar detail

- [ ] Pull out everything from the back bar shelves, wash the shelves and put bottles back wiped
- [ ] Clean the inside of reach-in coolers and the bottle wells, and wipe the gaskets
- [ ] Descale the glass washer and the soda gun nozzles
- [ ] Deep-clean the floor under the bar mats and the kick plates along the bar
- [ ] Wash the speed rails, bottle pourers and the garnish containers in the dishwasher

Front of house and restrooms

- [ ] Wipe the full height of chairs and barstools, including legs and footrests
- [ ] Clean light fixtures, mirrors and the signage at hand height
- [ ] Descale restroom fixtures and clean the partitions edge to edge
- [ ] Machine-scrub the main floor and the dance floor
- [ ] Clean the patio furniture and sweep the smoking area

Two-week, monthly and quarterly bar cleaning checklist

13 tasks

Every two weeks

- [ ] Clean the draft beer lines with a caustic line cleaner, by a trained person or a line cleaning service
- [ ] Disassemble and clean every faucet, scrub every keg coupler, and clean FOB devices in-line
- [ ] Record the date in the beer line cleaning log posted in the keg cooler

Quarterly

- [ ] De-stone the beer lines with an acid line cleaner
- [ ] Strip and refinish or deep-scrub floors, and reseal grout behind the bar
- [ ] Deep-clean booth upholstery and curtains
- [ ] Clean exterior glass, the sign and the awning, if in scope

Monthly

- [ ] Clean the ice machine per the manufacturer’s schedule, or report that it is due
- [ ] High dusting of ceiling fans, speakers, lights, exit signs and TV screens
- [ ] Wash walls, doors and the fronts of booths where drinks splash
- [ ] Clean the keg cooler floor, shelves and the drain
- [ ] Check the janitor closet: stock, labeled bottles and safety data sheets

Quarterly (continued)

- [ ] Walk the bar with the owner and update the checklist