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## BEVSPOT GUIDES

*Industry Checklist*

# BAR OPENING AND CLOSING PROCEDURES

A checklist of the crucial  
(and easy) steps for opening  
and closing your bar each day



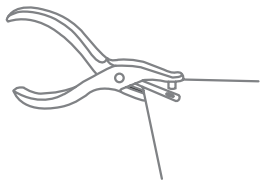
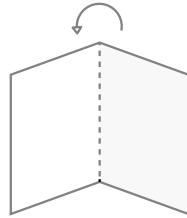
You've built an innovative drink menu, hired creative bartenders, and created a memorable experience for your guests. Now make sure your bar staff is ready for whatever comes their way during every single shift.

This opening and closing procedures checklist will not only keep your bar staff accountable, but more importantly, it will help create a highly functional and professional environment. We all know that efficient processes improve the bottom line. Our simple checklist will make sure your bar is set up for success every day.



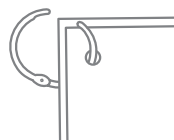
1  
Print on letter size  
paper, single-sided.

2  
Fold each page in half  
along the dotted line.



3  
Punch the top corner  
with a hole punch.

4  
Clip together with a  
loose leaf ring.



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#### OPENING CHECKLIST

Ice  
Fruit & Garnishes  
Stocking Up  
Cleaning & Setup

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#### CLOSING CHECKLIST

Cleaning & Breakdown  
Stocking Up & Resetting

+ more resources



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## BAR OPENING CHECKLIST

*These don't need to be done in this order, but all must be completed prior to opening to ensure a smooth shift.*

- Clock in

### Ice

- Melt any remaining ice from the prior night with hot water from the sink
- Wipe out sinks/bins/wells that contained the old ice to get rid of any residue
- Fully stock your ice bins with fresh ice

### Fruit & Garnishes

- Cut all fresh fruit needed for garnishes and making drinks (limes, lemons, etc.) and display in clean containers
- Check dates on remaining fresh-squeezed citrus juices (if older than two days, discard)
- Squeeze fresh citrus juices if needed
- Based on the current cocktail menu, stock any other necessary garnishes (fruits, herbs, cherries, olives, etc.) in clean containers that are easy to access at any time

OPENING  
OPENING

## Stocking Up

- Take note of what you'll need for backstock of liquor, wine, beer, and mixers, and stock your shelves, fridges, or wells behind the bar
- Check on keg levels and make note of what might 'kick' during the shift
- If necessary, have a backup keg ready to go and inform management and the rest of the staff about the possible change

## Cleaning & Setup

- Set up any service bars for drink service with bar mats, speed trays, straws, picks, stirrers, bar tools, etc.
- Wipe down the bar top and stools with sanitizer and let air dry
- Polish silverware for service
- Fold napkins or create roll-ups with polished silverware. Make sure you have enough to set each bar seat for opening, plus two full turns of your bar seats.
- Get into uniform and make sure you have a speed opener, wine key, pens, and a lighter

## BAR CLOSING CHECKLIST

*These don't need to be done in this order, but all must be completed prior to closing to ensure a smooth open for the next day.*

### Cleaning & Breakdown

- Wipe down any bottles you have used throughout the shift with a clean, warm towel
- Place any remaining fresh fruit/juices into to-go containers labeled with that day's date
- Wipe down your draught beer towers with a clean, warm towel and use a keg-line brush to clean out the ends of the taps themselves
- Wipe down the bar top and stools with sanitizer and let air dry
- Cap each tap with a rubber faucet cap to protect overnight
- Put any remaining garnish into their original containers, or clean to-go containers labeled with that day's date to store until the next day
- Gather any remaining dirty linen (napkins, rags, etc.) and discard in the linen bucket

CLOSING

CLOSING

- Take out all trash and recycling, leaving bins empty
- Break down your service bars, and run everything through the dishwasher (garnish containers, shakers, jiggers, etc.)

### Stocking Up & Resetting

- Stock your fridges with any spirits, beer, or wine that would need to be chilled before the next service
- Place all unused linens and/or silverware roll-ups into a bin or cabinet to be used again
- Stock the walk-in with any kegs that may need to be chilled before the next service
- Clock out

## The Last Word

This checklist is a starting place, so adjust your procedures based on your bar's needs. Add additional steps based on your product (wine bars don't have to worry about measuring kegs, for instance) or personalize the steps based on your team's responsibilities behind the bar.

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There are endless things to keep track of when running a bar or restaurant. Taking inventory with paper and pen shouldn't be one of them. Our bar management software makes it simple to take inventory, place orders, and manage your sales numbers. Try BevSpot for 14 days free and start getting back to doing what you love.

[bevspot.com/bar-restaurant](https://bevspot.com/bar-restaurant)



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## BEVSPOT RESOURCES

### *Guides*

Health Inspection Checklist  
Bulk vs. Lean Ordering  
Glossary of Beverage Management Terms  
The Bar Math Cheat Sheet  
Glassware Guides  
The Bar Stock Checklist

### *Books*

Guide to Bar Management  
Running a More Profitable Bar  
The Bar Manager's Handbook  
The Ultimate Guide to Marketing Your Bar  
Guide to Managing Bar and Restaurant Staff

### *Recipes*

Craft Cocktail Series: Starter Pack  
Industry Spotlight: Bar Mezzana

### *Reports*

9 Restaurant Types & Their Top-Selling Brands  
Pour Costs in 2016  
2016 Beverage Program Trends  
The Cocktail Profitability Handbook  
Boston's Most-Ordered Beer & Liquor Brands

[bevspot.com/resources](https://bevspot.com/resources)