

Front of House Closing Checklist

Restaurant Founder Toolkit

Dining Room Breakdown

- Tables cleared and wiped
- Chairs stacked or reset
- Floors swept
- Floors mopped (if required)
- All candles extinguished

Service Stations

- Ice bins emptied
- Water pitchers emptied and cleaned
- Coffee machines cleaned
- Tea containers emptied
- POS systems logged out

Tableware

- Silverware collected and sent to dish
- Glassware collected and sent to dish
- Plates collected and sent to dish
- Service trays cleaned

Bar Closing

- Garnishes discarded
- Bar surfaces sanitized
- Beer taps cleaned
- Liquor bottles organized and secured
- Bar mats cleaned

Restrooms

- Toilets checked and cleaned
- Sinks wiped
- Trash removed
- Supplies restocked

Final Dining Room Check

- Music turned off
- Lights adjusted for closing
- Thermostat set to overnight temperature
- Windows and doors secured

Cash & POS

- Server checkouts completed
- Cash drawers balanced
- Credit card batches closed

Manager Final Walkthrough

- Dining room inspected
- Kitchen handoff confirmed
- Alarm system armed
- Doors locked

Optional Daily Worksheet Template

Task	Completed	Initials	Notes
Tables sanitized	-	-	
Ice bins filled	-	-	
POS terminals on	-	-	
Restrooms stocked	-	-	
Dining room lights on	-	-	
Menus clean	-	-	

Founder Tip

Closing checklists ensure the restaurant resets properly for the next day. Consistency at closing prevents chaos at opening.