

Restaurant Closing Checklist

Close down guest areas, the kitchen, menu channels, and handover notes in a clear, consistent order.

Guest areas

- ☐ Clear and clean tables
- ☐ Reset furniture
- ☐ Sweep or mop as appropriate
- ☐ Check lost property
- ☐ Clean service stations and restrooms
- ☐ Remove waste

POS and cash

- ☐ Close checks
- ☐ Complete till and cash procedures according to your policy
- ☐ Run required reports
- ☐ Secure cash
- ☐ Shut down terminals where appropriate

Kitchen

- ☐ Store food correctly
- ☐ Label and date food
- ☐ Record required temperatures
- ☐ Complete cleaning
- ☐ Shut down equipment appropriately
- ☐ Check refrigeration
- ☐ Remove waste and secure storage

Inventory and menu

- ☐ Record low-stock items
- ☐ Record sold-out items
- ☐ Note prep requirements
- ☐ Update digital availability where necessary

Safety and security

- ☐ Check doors and windows
- ☐ Check equipment and lights
- ☐ Confirm staff have left appropriately
- ☐ Set security systems where applicable

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Handover

- ☐ Record outstanding maintenance
- ☐ Record supplier issues and stock shortages
- ☐ Record customer issues
- ☐ List tasks for the opening team

Manager sign-off

DATE _____	LOCATION _____
CLOSING MANAGER _____	CLOSING TIME _____
NOTES _____	SIGNATURE _____