

Concessions Closing Checklist

Week: _____

Site: _____



| Sr. No | Particulars | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Month: |
|--------|---|-----|-----|-----|-----|-----|-----|-----|--------|
| 1 | Read & update log book | | | | | | | | |
| 2 | Turn off the kettles, griller, nachos warmers and fridge | | | | | | | | |
| 3 | Turn off the LCD and signages | | | | | | | | |
| 4 | Gather all the tensile barriers | | | | | | | | |
| 5 | Turn off all the POS/printers | | | | | | | | |
| 6 | Remove the syrup canisters | | | | | | | | |
| 7 | All nozzles should be cleaned & left soaking in water | | | | | | | | |
| 8 | All canister should be organized and stacked properly | | | | | | | | |
| 9 | Emptied canisters placed back in storage areas | | | | | | | | |
| 10 | Cleaning and scrubbing of superchiller room | | | | | | | | |
| 11 | All the drawers should be cleaned and organized properly | | | | | | | | |
| 12 | Ice bins/containers needs to be emptied and cleaned | | | | | | | | |
| 13 | Ice scooper cleaned | | | | | | | | |
| 14 | Cobra tower nozzles removed and cleaned & left soaking in water | | | | | | | | |
| 15 | Flush the drain line with hot water | | | | | | | | |
| 16 | Cobra drain tray cleaned | | | | | | | | |
| 17 | All utensils washed and organized properly | | | | | | | | |
| 18 | Bread warmers cleaned and dried up | | | | | | | | |
| 19 | Griller cleaned and dried up | | | | | | | | |
| 20 | Nachos warmers cleaned | | | | | | | | |
| 21 | Cheesy dip dispenser cleaned and pumped properly | | | | | | | | |
| 22 | Left over popcorn kernels thrown out. | | | | | | | | |
| 23 | Seasoning pans and spoons washed and dried up | | | | | | | | |
| 24 | Raw corns shifted to one container | | | | | | | | |
| 25 | Raw corn containers cleaned and dried up | | | | | | | | |
| 26 | Oil containers cleaned and dried up | | | | | | | | |
| 27 | Kettle cleaned | | | | | | | | |
| 28 | Kettle top and glass are cleaned properly | | | | | | | | |
| 29 | Condiment station emptied and dried up | | | | | | | | |

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| 30 | All sauces shifted in plastic containers and organized in refrigerators | | | | | | | | |
| 31 | All vegetables and sauce containers cleaned and organized | | | | | | | | |
| 32 | All sauce pumps cleaned and organized | | | | | | | | |
| 33 | Counter top cleaned and sanitized properly | | | | | | | | |
| 34 | All wastages entered in wastage registers | | | | | | | | |
| 35 | Inventory done and checked | | | | | | | | |
| 36 | Floor cleaned and scrubbed | | | | | | | | |
| 37 | All disposables disposed of | | | | | | | | |
| 38 | All refrigerators cleaned and wiped down | | | | | | | | |
| 39 | Trashcans are cleaned, emptied, and organized properly | | | | | | | | |
| 40 | Tubs used for cleaning the kettles are cleaned and organized | | | | | | | | |
| 41 | Keys given back to management | | | | | | | | |
| 42 | All back areas are cleaned & organized | | | | | | | | |
| 43 | Glass dispensers and lid container cleaned properly | | | | | | | | |
| 44 | Cash register, POS, all machines switched off | | | | | | | | |
| 45 | Cleaning and sanitization material available | | | | | | | | |

Supervisor's Signatures

Manager Authorization

GM Initial