



FREE TEMPLATE

Bar Closing Checklist

The close that runs the same way every night: till, lines, cold chain, stock, security, and a photo of the closed bar.

Template 3 of 3 in the Skorops hostel series | September 2026 | skorops.com/templates/bar-closing-checklist

For hostel bars, small bars and cafes with an evening licence, where the person closing is often not the person who opens. The list covers cash, product, cleaning, cold chain and security, and ends with a photo of the closed bar.

HOW TO USE THIS CHECKLIST

- **The order is deliberate.** Last call and cash first, while you are sharp. Cleaning next. Security last, because it is the walk out of the door.
- **Two people, two columns.** If you close with a pair, assign "Bar" and "Floor" as owners so nothing is assumed to be the other person's job.
- **Photo proof on the till, the fridges and the closed bar.** These are the three things a manager asks about the next morning.

Last call and cash

Start at last call

TASK	OWNER	BY	POINTS
☐ Announce last call; stop serving at the licensed time; log the time	Bar	Last call	10
☐ Close all open tabs; settle card pre-authorisations	Bar	+15 min	10
☐ Count the till; record cash, card and any variance with a reason PHOTO	Bar	+25 min	20
☐ Bag and drop takings in the safe; reset the float to the standard amount	Bar	+30 min	15
☐ Log comps, spills and breakages on the wastage sheet	Bar	+30 min	10

Product and cold chain

TASK	OWNER	BY	POINTS
☐ Restock fridges front to back, oldest date first; note anything under par PHOTO	Bar	+40 min	10
☐ Check fridge temperatures and log them	Bar	+40 min	10
☐ Cover, date and refrigerate garnishes, juices and open mixers	Bar	+45 min	5
☐ Empty and rinse the ice well; leave the drain open	Bar	+45 min	5
☐ Clean lines and taps per the line-cleaning schedule; log the date if done tonight	Bar	Schedule	15
☐ Lock the spirits cabinet and the cellar; keys to the key drop	Bar	+50 min	15

Cleaning

TASK	OWNER	BY	POINTS
☐ Wipe and sanitise the bar top, speed rails, bottle necks and pour spouts	Bar	+55 min	10
☐ Run the glass washer through; polish and rack glassware; empty the washer	Bar	+60 min	10
☐ Clear and wipe every table; chairs up or stacked	Floor	+45 min	5
☐ Sweep and mop the bar floor and the floor area, including under the mats	Floor	+60 min	10
☐ Empty bins and recycling; take glass out; new liners in	Floor	+65 min	5
☐ Toilets: quick check, restock paper and soap, report anything broken	Floor	+65 min	5

Security and walk-out

Last 10 minutes

TASK	OWNER	BY	POINTS
☐ Music and screens off; gas and coffee machine off; candles out	Bar	+70 min	10
☐ Windows, terrace door and shutters locked; check the back door	Floor	+70 min	15
☐ Photo of the closed bar from the service side PHOTO	Bar	+75 min	15
☐ Lights off, alarm set, door locked; send the close report with the till figure	Bar	+75 min	10

NOTES FOR THE OPENER (STOCK TO ORDER, FAULTS, INCIDENTS)

Why the till count is worth 20 points. A missed wipe-down costs you ten minutes in the morning. A missed count costs you a conversation about trust. Weight the list so the tired person at 1 a.m. does the important thing first.

Run this checklist in Skorops with scoring

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skorops.com/register?segment=bars&template=bar-close

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