

Bar Closing Procedure

Time Required: 45 minutes

Who Does This: Last bar staff on duty (assigned by Fai)

When: After venue closes (usually 01:30-02:00)

Quick Reference Checklist

Complete these in order. Tick each item as you finish:

Outdoor/Security

- Close smoking area (bring in ashtrays, chairs)
- Lock back door
- Lock all windows

Cleaning

- Clean all tables and bar tops
- Clear all rubbish bins
- Check and clean artist room

Bar Shutdown

- Wrap garnish containers (cling film)
- Wrap bottles on speed rails (cling film)
- Empty ice wells and turn off water tap
- Turn off all ACs
- Turn off all speakers and mixers

Final Checks

- Restock fridges for tomorrow
- Check stock levels (note any items running low)
- Turn off breaker switches (LEAVE 15, 17, 29 ON)

Done When: Venue secure, clean, ready for tomorrow's opening shift

Detailed Procedure

BEFORE YOU START

You'll need:

- Cleaning supplies (spray bottles, cloths, mop, bin bags)
- Cling film
- Keys for back door and windows
- Stock count sheet (if doing inventory tonight)

- Pre-checks:** Has everyone left the venue? (Check toilets, artist room, smoking area)
- Is tonight's cash reconciled with POS? (Kop or Fai handles this)
- Are all customers gone?
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STEP 1: Outdoor & Security (10 minutes)

What you're doing: Securing the venue and bringing in outdoor items

Close Smoking Area

How to do it:

1. Go to smoking area
2. Empty all ashtrays into bin
 - Tip: Make sure cigarettes are fully extinguished (check with water if unsure)
3. Stack chairs and bring inside
4. Bring ashtrays inside to wash tomorrow
5. Lock smoking area gate/door (if applicable)

What good looks like:

- No items left outside
- Ashtrays empty
- Area looks tidy from street
- Gate/door locked

Time this should take: 5 minutes

Lock Back Door

How to do it:

1. Check no one is still outside back area
2. Close back door completely
3. Turn deadbolt to locked position
4. Test door is locked (pull handle to confirm)
5. Hang keys on key hook behind front bar

What good looks like:

- Door fully closed and locked
- No gap at bottom or sides
- Keys stored in designated spot

Security reminder: NEVER leave venue with back door unlocked

Time this should take: 2 minutes

Lock All Windows

Which windows:

- Front bar windows (2)
- Back bar windows (3)
- Toilets (1 window in each)
- Artist room (1)

How to do it:

1. Go to each window
2. Close window completely
3. Engage window lock (twist handle or latch)
4. Test it's locked (try to open - shouldn't move)

What good looks like:

- All 8+ windows closed and locked
- No gaps or broken latches (report any to Kop)

Time this should take: 3 minutes

STEP 2: Cleaning (15 minutes)

What you're doing: Getting venue clean for tomorrow

Clean All Tables and Bar Tops

Supplies needed:

- Spray cleaner (under bar sink)
- Clean cloths (at least 3)
- Separate cloth for bar tops

How to do it:

For tables:

1. Remove any remaining glasses/bottles to dish pit
2. Spray table surface with cleaner
3. Wipe down completely with cloth
4. Check underneath for gum/sticky spots
5. Wipe down table legs if sticky
6. Repeat for ALL tables (front room, back room, artist room)

For bar tops:

1. Clear everything off bar (bottles, mats, menus)
2. Spray entire bar top
3. Wipe down thoroughly
4. Clean bar stools
5. Replace items neatly

What good looks like:

- No sticky spots anywhere
- Tables and bars shine
- No smell of spilled drinks
- Everything organized neatly

Common problem: Wet spots that aren't cleaned properly attract ants. Clean thoroughly.

Time this should take: 10 minutes

Clear All Rubbish Bins

Bin locations:

- Behind front bar (2 bins)
- Behind back bar (2 bins)
- Toilets (1 bin each)
- Smoking area
- Artist room

How to do it:

1. Get fresh bin bags from storage
2. Remove full bags from bins
3. Tie bags securely
4. Take ALL bags to external rubbish area outside back door
5. Put fresh bags in all bins

What good looks like:

- All bins empty with fresh bags
- External rubbish area neat (bags in dumpster, not on ground)
- No rubbish lying around venue

Important: Broken glass goes in SEPARATE bag marked "GLASS" - tell staff not to put hands in this bag

Time this should take: 5 minutes

Check and Clean Artist Room

What to check:

- Any equipment left behind? (Report to Kop)
- Any rubbish? (Clear it)
- Any spills? (Clean them)
- Furniture arranged properly? (Straighten up)

How to do it:

1. Open artist room door
2. Look around - anything unusual or left behind?
3. Clear any rubbish into bin bag
4. Wipe down surfaces if needed
5. Arrange furniture neatly

6. Turn off lights

What good looks like:

- Room clean and tidy
- No equipment left behind
- Ready for tomorrow's artist

If you find valuable equipment left behind: Lock it in office, tell Kop immediately

Time this should take: 3 minutes

STEP 3: Bar Shutdown (15 minutes)

What you're doing: Preserving bar setup for tomorrow and shutting down equipment

Wrap Garnish and Speed Rail Bottles

Garnish (limes, lemons, mint):

1. Get cling film from storage
2. Cover garnish containers tightly with cling film
3. Put containers in bar fridge (keeps garnish fresh)
4. Throw out any garnish that looks brown or dried out

Speed rail bottles (liquor bottles on bar):

1. Check all bottle caps are closed tightly
2. Cover each bottle neck with cling film
 - Why: Prevents fruit flies and keeps liquor fresh
3. Leave bottles on speed rail (don't remove them)

What good looks like:

- All garnish wrapped and refrigerated
- All bottles capped and wrapped
- Nothing left uncovered

Time this should take: 5 minutes

Empty Ice Wells and Turn Off Water Tap

IMPORTANT: This must be done or ice will melt overnight and overflow, damaging equipment

How to do it:

1. Turn off water tap that feeds ice wells
 - Tap location: Under each bar, near ice well
 - Turn clockwise until fully closed
2. Scoop out as much ice as possible back into ice bucket
 - Return this ice to ice machine or cooler
3. Let remaining ice melt naturally (it will drain)
4. Don't use hot water to melt ice (damages drains)
5. Wipe down ice well after most ice is gone

What good looks like:

- Water tap DEFINITELY turned off (check twice)
- Most ice removed
- Ice well clean
- No standing water in well

Why this matters: If tap is left on, ice well overflows overnight → water damage → expensive repair → Fai will be angry

Time this should take: 5 minutes

Turn Off All ACs

AC locations:

- Front room (2 units)
- Back room (3 units)
- Artist room (1 unit)

How to do it:

1. Find remote control for each AC
2. Press POWER button to turn off
3. Make sure red light on AC unit goes off (means it's off)
4. Put remote back in designated spot

What good looks like:

- All 6 AC units off
- No humming sound
- Remotes stored properly

Why: Save electricity, also AC units shouldn't run when venue is empty

Time this should take: 3 minutes

Turn Off All Speakers and Mixers

What to turn off:

- Front room speakers
- Back room/live hall speakers
- DJ mixer
- Sound desk
- Powered speakers

How to do it:

1. Turn off mixer first (prevents loud pop sound)
2. Then turn off powered speakers
3. Unplug DJ booth equipment (if Kop hasn't already done this)

What good looks like:

- No sound equipment running
- No lights on mixers/speakers
- No humming from speakers

Don't touch: Main sound system in live hall (Kop/sound engineer handles this)

Time this should take: 2 minutes

STEP 4: Restocking & Final Checks (15 minutes)

What you're doing: Getting bar ready for tomorrow's shift

Restock Fridges

How to restock properly:

- **FIFO method:** First In, First Out

- Put new stock at BACK/BOTTOM of fridge
- Pull old stock to FRONT/TOP
- This means oldest stock gets sold first

How to do it:

1. Check walk-in fridge for restock items:
 - Beer bottles
 - Mixers (tonic, soda, coke)
 - Wine
2. Carry items to bar fridge
3. Open bar fridge
4. Move existing stock forward
5. Place new stock behind existing stock
6. Arrange bottles so BRAND LABELS face forward (customers should see what beer it is)

What good looks like:

- Fridges fully stocked
- Labels visible from front
- Oldest stock at front, newest at back
- Products organized by type (all Chang together, all Singha together, etc.)

Time this should take: 8 minutes

Check Stock Levels

What to check:

- Are we running low on any beer?
- Any mixers almost finished?
- Any liquor bottles nearly empty?

How to do it:

1. Walk around bar looking at stock
2. Make note of items with less than 6 units left
3. Write on stock sheet (pinned near POS) OR tell Fai via LINE
4. Common items that run out:
 - Chang (always runs out)
 - Tonic water
 - Coke
 - Lime juice
 - Ice (tell Kop if ice machine is low)

What good looks like:

- Fai knows what needs ordering tomorrow
- Stock sheet updated

Time this should take: 3 minutes

Turn Off Breaker Switches

CRITICAL: LEAVE SWITCHES 15, 17, 29 ON

Which breakers to turn off:

- All switches EXCEPT 15, 17, 29
- Breaker panel is [location - ask Kop to add specific location]

Why leave 15, 17, 29 on:

- These control essential systems that must run 24/7:
 - Fridges (15)
 - Security cameras (17)
 - Emergency lights (29)

How to do it:

1. Go to breaker panel
2. Look at each switch
3. Check number on switch
4. If number is NOT 15, 17, or 29 → flip switch to OFF position
5. If number IS 15, 17, or 29 → DO NOT TOUCH, leave ON
6. Double check: 15, 17, 29 still on?

What good looks like:

- Most switches off
- Switches 15, 17, 29 definitely ON
- Fridges still humming (means power still on)
- Security camera red lights still visible

If you turn off wrong switches: Fridges will warm up overnight and all drinks will be ruined. This is EXPENSIVE mistake.

Time this should take: 4 minutes

STEP 5: Final Security Check (5 minutes)

What you're doing: Making sure venue is secure before you leave

Walk Through Checklist

Do one final lap of the venue:

- All customers definitely gone? (Check toilets one more time)
- No personal belongings left behind?
- All lights off except emergency/security lights?
- All doors locked? (Test front door, back door, artist room)
- All windows locked?
- Fridges still running? (Listen for humming)
- No taps running? (Check bar sinks, toilet sinks)
- No smouldering cigarettes in bins?

What good looks like:

- Venue dark except security lights
- Everything locked
- No fire hazards
- Ready for tomorrow

Lock Front Door and Leave

How to do it:

1. Exit through front door
2. Lock door from outside
3. Test door is locked (pull handle)
4. Check exterior sign lights are off (or leave on if Eddie wants them on - ask)

Keys: Return to designated key holder (Kop, Eddie, or security) OR keep if you're opening tomorrow

Common Mistakes

Mistake #1: Forgetting to turn off water tap in ice well

- **Why it's bad:** Water overflow damages equipment, costs thousands to repair
- **Fix:** Turn off tap, check twice before leaving

Mistake #2: Turning off breaker switches 15, 17, 29

- **Why it's bad:** Fridges stop, all drinks warm up, huge loss
- **Fix:** Double check these three are ON before leaving

Mistake #3: Not locking back door

- **Why it's bad:** Security risk, theft
- **Fix:** Always check back door last, test it's locked

Mistake #4: Leaving garnish unwrapped

- **Why it's bad:** Dries out overnight, attracts fruit flies
- **Fix:** Wrap everything in cling film

Mistake #5: Rushing through cleaning

- **Why it's bad:** Sticky tables/bars attract ants and flies
 - **Fix:** Clean properly, don't cut corners
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Troubleshooting

Problem: Ice well tap won't turn off

What you'll see: Tap spins freely, water keeps running

Fix:

1. Turn off main water supply (valve under bar)
 2. Put bucket under ice well drain
 3. Tell Kop immediately (plumber needed tomorrow)
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Problem: Can't find breaker panel or not sure which switches to turn off

What you'll see: Don't know where panel is or can't read numbers

Fix:

1. Ask Kop to show you where it is (first time doing closing)
 2. Take photo of panel with switches labeled
 3. If alone and unsure: LEAVE ALL BREAKERS ON, tell Kop you weren't sure
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Problem: Artist left expensive equipment in artist room

What you'll see: Guitar, pedals, laptop, etc left behind

Fix:

1. Take photo of equipment
 2. Lock equipment in office
 3. Message Kop AND Eddie immediately with photo
 4. Don't try to contact artist yourself
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Problem: Broken glass everywhere

What you'll see: Smashed bottle or glass on floor

Fix:

1. DO NOT use hands
 2. Get broom and dustpan
 3. Sweep up ALL glass
 4. Put in separate bag marked "GLASS"
 5. Wipe floor with wet mop after sweeping
 6. Check no tiny pieces left (walk around area slowly, look carefully)
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Emergency Contacts

If something breaks or you need help:

Issue Type	Contact	Phone
Bar/cleaning issues	Fai (Bar Manager)	[Insert number]
Security/locks	Kop (Operations)	[Insert number]
Emergency	Eddie	[Insert number]

Tips for New Staff

- **First time closing?** Work with experienced staff member
 - **Allow extra time** - first few times take longer (45-60 mins)
 - **Don't rush** - better to take extra time than do it wrong
 - **Print this checklist** - use it until you've memorised the steps
 - **Take photos** - take photo of breaker panel, locked doors, etc for your own peace of mind
 - **If unsure, ask** - better to ask than guess (especially with breakers)
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Training Notes

- New staff should do closing with experienced staff **at least 3 times** before doing solo
 - Manager should verify closing was done properly first few times
 - Common questions new staff ask:
 - "Which breakers stay on?" → 15, 17, 29 only
 - "What if I forget to turn off ice well tap?" → Come back and turn it off, or call someone to do it
 - "How do I know everything is locked?" → Physical test each door and window
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Version Control

Version	Date	Updated By	What Changed
1.0	30/12/2024	Aaron	Initial creation from Fai's notes

Last Reviewed: 30/12/2024

Next Review Due: 30/03/2025 (review every 3 months)

Document Owner: Fai (Bar Manager)

Revision #1

Created 2025-12-30 07:19:44 UTC by Aaron Winning

Updated 2025-12-30 07:20:04 UTC by Aaron Winning