

The Bartender's Ultimate Bar Cleaning Checklist

Bar Name:

Opening

Task	Initial Complete	Notes
General		
Set up bar mats, speed trays, picks, stirrers and other bar tools.		
Count the cash in your register and stock with extra change.		
Clean		
Melt any remaining ice from the night before with hot water.		
Wipe out sinks, bins and wells.		
Inspect beer taps for build-up and clean with warm water.		
Clear beer lines by pouring a few ounces of beer from the taps.		
Examine clean glasses for lipstick marks or cloudiness.		
Stock		
Restock ice bins with fresh ice for the day.		
Check keg levels and inform the rest of the staff if you'll need a backup keg ready.		
Fill fridges behind the bar with bottled and canned beer.		
Make notes of liquor, wine, beer and mixers that are running low.		
Check dates on fresh-squeezed juices and discard if older than two days.		
Check dates on open wine bottles. Toss after five to seven days.		
Stock up on clean towels, beer openers, wine keys and pens.		
Prep		
Cut lemons, limes and other fresh fruit needed for garnishes and drinks.		
Stock any other required garnishes like herbs, cherries and olives.		
Polish silverware and roll into napkins if your bar serves food.		
Fill caddies with napkins, straws and condiments (if needed).		

All Day

Task	Initial Complete	Notes
Clean		
Wipe down the bar after each patron.		
Straighten chairs whenever possible.		
Clean glassware, shakers and other tools.		
Take out the trash as needed.		

Restock		
Refill reach-in coolers with bottled or canned beer.		

Closing

Task	Initial Complete	Notes
General		
Count down and balance your register.		
Clean		
Sanitize the bar top and stools. Let them air dry.		
Discard any dirty napkins and place soiled towels in the linen bucket for laundering.		
Wipe liquor bottles and beer handles with a clean, warm towel.		
Use a keg-line brush to clean out the ends of beer taps.		
Cap each tap with a rubber faucet tap to keep flies out.		
Clean the speed rails.		
Sanitize soda guns.		

Empty and sanitize ice bins.		
Break down service bars and run everything through the dishwasher – garnish containers, shakers, bar mats, etc.		
Rinse drains and wash drain covers.		
Sweep and mop behind the bar.		
Empty trash bins and take bags out to the dumpster.		
Stock and Prep		
Date newly opened wine bottles.		
Place remaining fruits, garnishes and juices into clean to-go containers and date.		
Reline bins with fresh trash bags.		

Weekly

Task	Initial Complete	Notes
Clean		
Empty and clean reach-in coolers.		
Clean behind movable service and storage equipment.		
Sort through and organize drawers and cabinets.		
Clean shelving for glassware and liquor bottles.		
Sanitize keg lines.		
Take preventative measures for bugs and pests.		
Run floor mats through the dish washer or power wash outside.		
Dust and clean display bottles or decorations.		