

Manager Closing Checklist

Food & Hospitality

CORRAL

Is it clean?

☐ Yes☐ No☐ Na

Is it clutter free?

☐ Yes☐ No☐ Na

LOT

Is at least 1/3 of the lot cleared on a daily basis?

☐ Yes☐ No☐ Na

Is the Dt lane cleared daily?

☐ Yes☐ No☐ Na

Are the curbs swept clean?

☐ Yes☐ No☐ Na

Has the lot been picked up?

☐ Yes☐ No☐ Na

Are the sidewalks clean and clean?

☐ Yes☐ No☐ Na

Is the menu swiped clean?

Yes

No

Na

Is the COD wiped clean?

Yes

No

Na

MISCELLANEOUS

Has the pull stock been cleaned?

Yes

No

Na

Is the trash taken care of?

Yes

No

Na

Auditor:

Signature:

SIGNATURE

Day and Date:

RESTROOMS

Have the floors been cleaned?

Yes

No

Na

Have the walls been cleaned?

Yes

No

Na

Have the vents been cleaned?

Yes

No

Na

Have the sinks been cleaned?

Yes

No

Na

Have the toilets been cleaned?

Yes

No

Na

STOCKROOM

Have the floors been cleaned and wiped?

Yes

No

Na

Has the rotation been done?

Yes

No

Na

Has the trash been taken out?

Yes

No

Na

Are the boxtops clean?

Yes

No

Na

VATS

Was the filter used for five minutes?

Yes

No

Na

Was the safety gear worn at all times?

Yes

No

Na

WINDOWS

Are 1/3 windows cleaned everyday?

Yes

No

Na

Are the window spots cleaned?

Yes

No

Na

Have the mullions been cleaned?

Yes

No

Na