

Bar Opening Checklist

Date: _____

Preliminary Building Check:

- Clear away any debris outside the building
- Check for indoor odors, trash, spills, or items out of place
- Vacuum floors
- Empty and reset pest traps

Polish and Sanitize Surfaces:

- Wipe down countertops
- Wipe down stool seats and tabletops
- Polish the glassware
- Polish any silverware and barware
- Dust alcohol bottles on display
- Clean faucets and taps

Take Inventory:

- Count your bottle inventory
- Check the levels of your wine, liquor, and mixer bottles
- Stock your back bar cooler
- Check your keg levels
- Test the taps and clear the drain lines

Room Setup:

- Set up the tables and chairs
- Set up your service bartending supplies
- Set out clean bar towels
- Prepare the cash drawer
- Roll flatware in napkins

Refill the Condiment Bar:

- Wash and cut the fruit for the day
- Refill bar garnishes (rimming salt and sugar, olives, and cherries, etc.)
- Squeeze fresh citrus juice

Refill Ice Bin:

- Empty out underbar ice bin
- Melt any ice build-up
- Wipe out the bin
- Stock the bin with fresh ice