



PRE-OPENING End of Day Checklist

Date: _____

OVERNIGHT MANAGER _____

Labor – Post Dining Room Close Labor Hours Used _____

Front Counter

Team Member _____	Team Member Check
Mgr.Check	
<input type="checkbox"/> 2 HOURS PRIOR TO CLOSING DINING ROOM	
1) Stock paper goods and condiments	<input type="checkbox"/>
2) Clean, stock & organize under-counter refrigerator	<input type="checkbox"/>
3) Wipe down POS and printers	<input type="checkbox"/>
4) Wipe/polish stainless steel (front area)	<input type="checkbox"/>
5) Clean high chairs	<input type="checkbox"/>
6) Clean & Sanitize playground stairs/ramps/landings	<input type="checkbox"/>
7) Wipe clean all Plexi-glass on playground	<input type="checkbox"/>
8) Crawl through playground and spot clean/remove debris	<input type="checkbox"/>
9) Clean playground area tables, chairs and floors	<input type="checkbox"/>

<input type="checkbox"/> 1 HOUR PRIOR TO CLOSING DINING ROOM	
10) Clean dining room trash receptacles/liners (inside & out)	<input type="checkbox"/>
11) Clean & stock napkin and straw dispensers	<input type="checkbox"/>
12) Clean glass on front entrance doors	<input type="checkbox"/>
13) Sweep / brush floor mats	<input type="checkbox"/>
14) Clean & sanitize front counter merchandiser (if applicable)	<input type="checkbox"/>
15) W/R/S all dining tables, chairs and booths	<input type="checkbox"/>
16) 12! Stock, clean & sanitize rest rooms	<input type="checkbox"/>

<input type="checkbox"/> POST CLOSING DINING ROOM	
17) Final check for all tables and chairs – clean as needed	<input type="checkbox"/>
18) Final wipe down and stocking of condiment station	<input type="checkbox"/>
19) 12! Soft Drink nozzles – clean, sanitize & air dry	<input type="checkbox"/>
20) Wipe/clean underside of drink station and drink heads	<input type="checkbox"/>
21) Clean SSD coffee machine and nozzle(s)	<input type="checkbox"/>
22) Final check for rest rooms	<input type="checkbox"/>
23) Sweep & mop dining room floors (deck brush 1 section)	<input type="checkbox"/>
24) Sweep & mop rest rooms (deck brush in front of urinal)	<input type="checkbox"/>
25) W/R/S rest room caddy (restock w/yellow tools only)	<input type="checkbox"/>

Drive-Thru

Team Member _____	Team Member Check
Mgr.Check	
<input type="checkbox"/> 2 HOURS PRIOR TO CLOSING DINING ROOM	
1) Stock paper goods and condiments	<input type="checkbox"/>
2) Wipe down POS and printers	<input type="checkbox"/>
3) Wipe/polish stainless steel (front area)	<input type="checkbox"/>
4) Clean & stock FRYPOD® carton holders	<input type="checkbox"/>

<input type="checkbox"/> 1 HOUR PRIOR TO CLOSING DINING ROOM - CLEAN:	
5) Front and fill drive-thru ice bin	<input type="checkbox"/>
6) DT: window, counter area(s) and wall under window	<input type="checkbox"/>
7) Heat chute(s)	<input type="checkbox"/>
8) Empty DT trash receptacle	<input type="checkbox"/>

<input type="checkbox"/> BREAKDOWN/CLEAN ONCE DAILY	
9) 12! Iced Tea container/urn clean & sanitized	<input type="checkbox"/>
10) 12! Soft Drink nozzles – clean, sanitize & air dry	<input type="checkbox"/>
11) BUNN® Brewer - WRS around sprayhead and brew funnel guides	<input type="checkbox"/>
12) Wash and Rinse thermal servers - Do NOT submerge in sink	<input type="checkbox"/>
13) Disassemble site gauge and faucet - take care not to lose small parts	<input type="checkbox"/>
14) Reassemble thermal servers, sanitize and air dry overnight (leave upside down)	<input type="checkbox"/>
15) Coffee and iced coffee smallwares	<input type="checkbox"/>
16) Underside of drink station and cup levers	<input type="checkbox"/>
17) Frozen Carbonated Beverage machine	<input type="checkbox"/>
18) Deck brush and squeegee DT & FC area floors	<input type="checkbox"/>

<input type="checkbox"/> CLOSE SHAKE/Soft Serve MACHINE (Once Daily)	
19) 12! Shake/Soft Serve machine parts tray clean & sanitized	<input type="checkbox"/>
20) 12! Shake/Soft Serve machine clean & sanitized	<input type="checkbox"/>
21) 12! Shake/Soft Serve machine parts clean & sanitized	<input type="checkbox"/>
22) 12! Shake/Soft Serve machine parts air drying on parts tray	<input type="checkbox"/>

<input type="checkbox"/> MAINTAIN THROUGHOUT SHIFT	
23) Sweep & Mop DT and FC area floors	<input type="checkbox"/>
24) Wipe drink station backsplash	<input type="checkbox"/>
25) Clean/Wipe DT Window	<input type="checkbox"/>

Specialty Board / Fry Station

Team Member _____	Team Member Check
Mgr.Check	
<input type="checkbox"/> BEFORE 11PM	
1) Stock sandwich wraps	<input type="checkbox"/>
2) Clean, stock & organize FRYPOD® carton dispensers	<input type="checkbox"/>
3) 12! Dishes washed/rinsed/sanitized & air dried	<input type="checkbox"/>
4) Clean outside of PHU units and empty cavities	<input type="checkbox"/>
5) Set up DAYPART III on Main Board PHU(s) - Late Night operations	<input type="checkbox"/>

<input type="checkbox"/> BREAKDOWN/CLEAN & SANITIZE SPECIALTY BOARD	
6) Condiments wrapped and put away	<input type="checkbox"/>
7) Specialty Board bun toaster	<input type="checkbox"/>
8) PHUs (discard product)	<input type="checkbox"/>
9) 12! Board & condiment well (incl. undershelf)	<input type="checkbox"/>

<input type="checkbox"/> BREAKDOWN FRYER AREA (ONCE DAILY)	
10) Filter & clean fryers (tops, inside doors, hoods & computers)	<input type="checkbox"/>
11) Degrease/Clean fryer hood filters in can wash area	<input type="checkbox"/>
12) Walls behind fryers and fryer hood	<input type="checkbox"/>
13) Replace clean fryer hood filters	<input type="checkbox"/>

<input type="checkbox"/> BREAKDOWN/CLEAN & SANITIZE ONCE DAILY	
14) 12! Fry Dispensing Unit	<input type="checkbox"/>
15) 12! Fry baskets (do not use wet)	<input type="checkbox"/>
16) 12! Topping warmer and inserts (i.e., Poutine, gravy)	<input type="checkbox"/>
17) Fry Rack (if applicable)	<input type="checkbox"/>
18) RED/BLUE dual sided caddies	<input type="checkbox"/>

<input type="checkbox"/> WHEN BREAKFAST STARTS	
19) 12! Clean & Sanitize Fry Station parts	<input type="checkbox"/>
20) Clean Fry Station, bin & heat lamp assembly	<input type="checkbox"/>
21) Specialty Freezer (move product to freezer while cleaning)	<input type="checkbox"/>

<input type="checkbox"/> MAINTAIN THROUGHOUT SHIFT	
22) Clean (Sweep & mop per OPS Manual) Floors	<input type="checkbox"/>
23) 12! W/R/S and air dry dishes	<input type="checkbox"/>

Main Boards

Team Member _____	Team Member Check
Mgr.Check	
Note: Follow 4-hr pan change-out for all condiments	
<input type="checkbox"/> 2 HOURS PRIOR TO CLOSING DINING ROOM	
1) Stock paper goods and condiments	<input type="checkbox"/>
2) Empty & clean trash receptacles	<input type="checkbox"/>
3) Sweep/Organize/Clean Dry Storage and Walk-ins	<input type="checkbox"/>
4) Clean & Sanitize Steamer	<input type="checkbox"/>
5) Clean back of heat chute(s)	<input type="checkbox"/>
6) Clean sauce bottles / refill empty, dry bottles	<input type="checkbox"/>
7) Clean outside of PHU units and empty cavities	<input type="checkbox"/>

<input type="checkbox"/> BREAKDOWN/CLEAN & SANITIZE ONCE DAILY	
8) Meat well freezer	<input type="checkbox"/>
9) Kitchen reach-in refrigerator (if applicable)	<input type="checkbox"/>
10) Microwaves	<input type="checkbox"/>
11) Main Board overshelf (incl. underside/wrap holders)	<input type="checkbox"/>
12) PHUs (when cook-to-order)	<input type="checkbox"/>
13) High Speed Toaster(s)	<input type="checkbox"/>
14) High Speed Toaster Belt(s) – 2x w/ly w/SIZZLE™	<input type="checkbox"/>
15) Main Board condiment well	<input type="checkbox"/>

<input type="checkbox"/> BREAKDOWN/CLEAN BROILER (WHEN BRK STARTS)	
16) Cool broiler for 30 minutes before cleaning	<input type="checkbox"/>
17) 12! Clean Broiler (daily/wkly/monthly frequencies)	<input type="checkbox"/>
18) Clean broiler hood	<input type="checkbox"/>
19) Remove, degrease and clean broiler hood filters	<input type="checkbox"/>
20) Replace clean/dry broiler hood filters	<input type="checkbox"/>
21) Broiler properly assembled	<input type="checkbox"/>

<input type="checkbox"/> MAINTAIN THROUGHOUT LATE NIGHT SHIFT	
22) 12! W/R/S and air dry dishes	<input type="checkbox"/>
23) Clean (Sweep/Deck Brush/Mop per OPS Manual) floors	<input type="checkbox"/>
24) Clean/Sanitize Main Board prep surfaces/condiment well	<input type="checkbox"/>
25) Clean/Sanitize Sinks (including hand washing sinks)	<input type="checkbox"/>
26) Clean mop sink area - Clean & organize cleaning tools, hang to dry	<input type="checkbox"/>

Get Fired UP...Take Action...Make a Difference