

PRE-OPENING **End of Day Checklist**Date:

OVERNIGHT MANAGER_

Labor – Post Dining Room Close Labor Hours Used_____

Mgr.Check Check Mgr.Check Check	eam Member		Drive-Thru	
2 HOURS PRIOR TO CLOSING DINING ROOM 2 HOURS PRIOR TO CLOSING DINING ROOM 1) Stock paper goods and condiments 1) Stock paper goods and condiments 2) Clean, stock & organize under-counter refrigerator 1) Stock paper goods and condiments 3) Wipe down POS and printers 2) Wipe/polish stainless steel (front area) 4) Wipe/polish stainless steel (front area) 2) Wipe/polish stainless steel (front area) 5) Clean high chairs 3) Wipe down POS and printers 6) Clean all Plexi-glass on playground 1) HOUR PRIOR TO CLOSING DINING ROOM 7) Wipe clean all Plexi-glass on playground 1) T: window, counter area(s) and wall under window 7) Clean playground area tables, chairs and floors 1) HOUR PRIOR TO CLOSING DINING ROOM 10) Clean dining room trash receptacles/liners (inside & out) 1) 12! Cod Tea container/um clean & sanitized 11) Clean & stock napkin and straw dispensers 1) 12) Clean glass on front entrance doors 1) 13) Sweep/ Drush floor mats 1) 14) Clean & sanitize front counter merchandiser (if applicable) 1) 15) WiPk/S all dining tables, chairs and booths 1) 16) 12! Stock, clean & sanitize est rooms 1) 17) Final check for all tables and chairs – clean as needed 1) 18) Final wipe d				Team Member
1) Stock paper goods and condiments 2) Clean, stock & organize under-counter refrigerator 3) Wipe down POS and printers 4) Wipe/polish stainless steel (front area) 5) Clean high chairs 6) Clean all Plexi-glass on playground 7) Wipe down POS and printers 8) Crawt through playground area tables, chairs and floors 9) Clean all Plexi-glass on playground 8) Crawt through playground area tables, chairs and floors 9) Clean all plexi-glass on protected/liners (inside & out) 11) Clean & stock napkin and straw dispensers 12) Clean & sanitize front counter merchandiser (if applicable) 15) Wine down Nethor and straw dispensers 16) D12: stock, clean & sanitize rest rooms 16) D22: Stock, clean & sanitize rest rooms 17) Final wipe down and stocking of condiment station 18) Final wipe down and stocking of condiment station 19) 12: Sort Drink nozzles - clean, sanitize & air dry 20) Wipe/clean underside of drink station and drink heads		Check		Спеск
2) Clean, stock & organize under-counter refrigerator 3) Wipe/polish stainless steel (front area) 3) Wipe/polish stainless steel (front area) 4) 4) Wipe/polish stainless steel (front area) 4) 5) Clean & Sanitize playground stairs/ramps/landings 6) 6) Clean & Sanitize playground and spot clean/remove debris 6) 9) Clean playground and spot clean/remove debris 6) 9) Clean dining room trash receptacles/liners (inside & out) 6) 11) Clean & sanitize front counter merchandiser (if applicable) 6) 12) Clean & sanitize front counter merchandiser (if applicable) 6) 15) WiR/S all dining tables, chairs and booths 6) 16) I 21: Stock, clean & sanitize front counter merchandiser (if applicable) 7) 15) WiR/S all dining tables, chairs and booths 7) 16) I 21: Stock, clean & sanitize front counter merchandiser (if applicable) 7) 17) Final wipe down and stocking of condiment station 7) 18) Final wipe down and stocking of condiment station 7) 19) 121: Shake/Soft Serve machine parts ray (lean & sanitized				
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5) Clean high chairs 6) Clean & Sanitize playground stairs/ramps/landings 7) Wipe clean all Plexi-glass on playground 8) Crawl through playground and spot clean/remove debris 9) Clean playground and spot clean/remove debris 9) Clean playground area tables, chairs and floors 1 HOUR PRIOR TO CLOSING DINING ROOM 10) Clean dining room trash receptacles/liners (inside & out) 11) Clean glass on front entrance doors 12) Clean glass on front entrance doors 13) Sweep / brush floor mats 14) Clean & sanitize rest rooms 15) W/R/S all dining tables, chairs and booths 16) 121 Stock, clean & sanitize rest rooms 17) Final check for all tables and chairs – clean as needed 18) Final wipe down and stocking of condiment station 19) 121 Soft Drink nozzles – clean, sanitize & air dry 20) Wipe/clean underside of drink station and drink heads			4) Clean & stock FRYPOD® carton holders	
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20) Wipe/clean underside of drink station and drink heads				
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	21) Clean SSD coffee machine and nozzle(s)		22) 12: Shake/Soft Serve machine parts air drying on parts tray	
22) Final check for rest rooms 23) Sweep & mop dining room floors (deck brush 1 section)				
24) Sweep & mop rest rooms (deck brush in front of urinal)			24)Wipe drink station backsplash	
25) W/R/S rest room caddy (restock w/yellow tools only)	25) W/R/S rest room caddy (restock w/yellow tools only)		25)Clean/Wipe DT Window	
Specialty Board / Fry Station Main Boards				
Team Member		To an Manhan		
Mgr.Check Mgr.Check Mgr.Check Note: Follow 4-hr pan change-out for all condiments Check				Team Member Check
BEFORE 11PM 1) Stock sandwich wraps			2 HOURS PRIOR TO CLOSING DINING ROOM	
2) Clean stock & organize EPVPOD® carten dispensers				
 2) Clean, stock & organizer HTPOD² carlot dispersions 3) 12: Dishes washed/rinsed/sanitized & air dried 4) Clean subside of DULL units and empty explicities 3) Sweep/Organize/Clean Dry Storage and Walk-ins 				
4) Clean & Sanitize Steamer			4) Clean & Sanitize Steamer	
5) Clean back of field chulle(s)				
7) Specialty Board hun trasster				
8) PHUs (discard product)	6) Condiments wrapped and put away		7) Clean outside of PHU units and empty cavities	
9) 12: board & condiment wen (nci. undershein) 9) Kitchen reach-in refrigerator (if applicable)	6) Condiments wrapped and put away7) Specialty Board bun toaster8) PHUs (discard product)		7) Clean outside of PHU units and empty cavities BREAKDOWN/CLEAN & SANITIZE ONCE DAILY	
BREAKDOWN FRYER AREA (ONCE DAILY) 10) Microwaves	6) Condiments wrapped and put away7) Specialty Board bun toaster		 7) Clean outside of PHU units and empty cavities BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 8) Meat well freezer 	
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13) Replace clean fryer hood filters □ 14) High Speed Toaster Belt(s) – 2x wkly w/SIZZLE™ □	 6) Condiments wrapped and put away 7) Specialty Board bun toaster 8) PHUs (discard product) 9) 12: Board & condiment well (incl. undershelf) BREAKDOWN FRYER AREA (ONCE DAILY) 10) Filter & clean fryers (tops, inside doors, hoods & computed 11) Degrease/Clean fryer hood filters in can wash area 		 7) Clean outside of PHU units and empty cavities BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 8) Meat well freezer 9) Kitchen reach-in refrigerator (if applicable) 10) Microwaves 11) Main Board overshelf (incl. underside/wrap holders) 12) PHUs (when cook-to-order) 	
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(<i>i.e.</i> , <i>Poutine</i> , <i>gravy</i>)	 6) Condiments wrapped and put away 7) Specialty Board bun toaster 8) PHUs (discard product) 9) 12: Board & condiment well (incl. undershelf) BREAKDOWN FRYER AREA (ONCE DAILY) 10) Filter & clean fryers (tops, inside doors, hoods & compute 11) Degrease/Clean fryer hood filters in can wash area 12) Walls behind fryers and fryer hood 13) Replace clean fryer hood filters BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 14) 12: Fry Dispensing Unit 15) 12: Fry baskets (do not use wet) 	ers)	 7) Clean outside of PHU units and empty cavities BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 8) Meat well freezer 9) Kitchen reach-in refrigerator (if applicable) 10) Microwaves 11) Main Board overshelf (incl. underside/wrap holders) 12) PHUs (when cook-to-order) 13) High Speed Toaster(s) 14) High Speed Toaster Belt(s) – 2x wkly w/SIZZLE™ 15) Main Board condiment well BREAKDOWN/CLEAN BROILER (WHEN BRK STARTS) 16) Cool broiler for 30 minutes before cleaning 	
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22) Clean (Sweep & mop per OPS Manual) Floors	 6) Condiments wrapped and put away 7) Specialty Board bun toaster 8) PHUs (discard product) 9) 12: Board & condiment well (incl. undershelf) BREAKDOWN FRYER AREA (ONCE DAILY) 10) Filter & clean fryers (tops, inside doors, hoods & compute 11) Degrease/Clean fryer hood filters in can wash area 12) Walls behind fryers and fryer hood 13) Replace clean fryer hood filters BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 14) 12: Fry Dispensing Unit 15) 12: Fry baskets (do not use wet) 16) 12: Topping warmer and inserts (i.e., Poutine, gravy) 17) Fry Rack (if applicable) 18) RED/BLUE dual sided caddies WHEN BREAKFAST STARTS 19) 12: Clean & Sanitize Fry Station parts 20) Clean Fry Station, bin & heat lamp assembly 21) Specialty Freezer (move product to freezer while cleaning) 		 7) Clean outside of PHU units and empty cavities BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 8) Meat well freezer 9) Kitchen reach-in refrigerator (if applicable) 10) Microwaves 11) Main Board overshelf (incl. underside/wrap holders) 12) PHUs (when cook-to-order) 13) High Speed Toaster (s) 14) High Speed Toaster Belt(s) – 2x wkly w/SIZZLE™ 15) Main Board condiment well BREAKDOWN/CLEAN BROILER (WHEN BRK STARTS) 16) Cool broiler for 30 minutes before cleaning 17) 12! Clean Broiler (daily/wkly/monthly frequencies) 18) Clean broiler hood 19) Remove, degrease and clean broiler hood filters 20) Replace clean/dry broiler hood filters 21) Broiler properly assembled MAINTAIN THROUGHOUT LATE NIGHT SHIFT 22) 12! W/R/S and air dry dishes 23) Clean (Sweep/Deck Brush/Mop per OPS Manual) floors 	
23) 12: W/R/S and air dry dishes	 6) Condiments wrapped and put away 7) Specialty Board bun toaster 8) PHUs (discard product) 9) 12: Board & condiment well (incl. undershelf) BREAKDOWN FRYER AREA (ONCE DAILY) 10) Filter & clean fryers (tops, inside doors, hoods & compute 11) Degrease/Clean fryer hood filters in can wash area 12) Walls behind fryers and fryer hood 13) Replace clean fryer hood filters BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 14) 12: Fry Dispensing Unit 15) 12: Fry baskets (do not use wet) 16) 12: Topping warmer and inserts (i.e., Poutine, gravy) 17) Fry Rack (if applicable) 18) RED/BLUE dual sided caddies WHEN BREAKFAST STARTS 19) 12: Clean & Sanitize Fry Station parts 20) Clean Fry Station, bin & heat lamp assembly 21) Specialty Freezer (move product to freezer while cleaning MAINTAIN THROUGHOUT SHIFT 		 7) Clean outside of PHU units and empty cavities BREAKDOWN/CLEAN & SANITIZE ONCE DAILY 8) Meat well freezer 9) Kitchen reach-in refrigerator (if applicable) 10) Microwaves 11) Main Board overshelf (incl. underside/wrap holders) 12) PHUs (when cook-to-order) 13) High Speed Toaster (s) 14) High Speed Toaster Belt(s) – 2x wkly w/SIZZLE™ 15) Main Board condiment well BREAKDOWN/CLEAN BROILER (WHEN BRK STARTS) 16) Cool broiler for 30 minutes before cleaning 17) 12! Clean Broiler (daily/wkly/monthly frequencies) 18) Clean broiler hood 19) Remove, degrease and clean broiler hood filters 20) Replace clean/dry broiler hood filters 21) Broiler properly assembled MAINTAIN THROUGHOUT LATE NIGHT SHIFT 22) 12! W/R/S and air dry dishes 23) Clean (Sweep/Deck Brush/Mop per OPS Manual) floors 24) Clean/Sanitize Main Board prep surfaces/condiment well 25) Clean/Sanitize Sinks (including hand washing sinks) 	

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