

## Checklist for closing

The following things need to be done. Remember to distribute the tasks.

<b>The bar area</b>	
Tables	The tables are cleared of trash and glass (Remainders are emptied into a bucket) The tables are wiped with a cloth (Bucket with soapy water)
Floor	The floor is swept The floor is washed where there have been spills / stains
Trash cans	The trash cans are emptied and new bags are put in
Music	The music is turned off with a key so it doesn't buzz for the rest of the week
	Everything is cleared out and there is nothing on the tables that shouldn't be there

<b>Things that should be in the room under the stairs</b>	
The liquor cart	The liquor cart is emptied of empty bottles Bottles with contents are fitted with lids and placed at the bottom of the cart Used pourer stoppers are washed with soapy water and wiped off Used shot trays are washed so they are not sticky and wiped off The tabletop on the liquor cart is wiped off nicely with a cloth
The board game cart	The board game cart is moved into place.
Chips	The chip cart is driven into place
Refrigerators	The refrigerators are locked with padlocks The refrigerators are turned off with a piece of wood jammed in the door
The standing mat	The standing mat is run over with the floor mop When it is dry, roll it up and place it neatly on top of the board game cart
Door	The door under the stairs is locked

<b>Things that need to be behind bars</b>	
The bar	The bar is moved to the grid where the following must be done: Water is run through all taps The water is run out of all taps again, so that only air remains The spill tray is emptied and rinsed with water and wiped dry The bar is wiped with a cloth The CO <sub>2</sub> cartridge is turned off (the handle on the top is turned <i>clockwise</i> ) The top of the kegs is wiped with a rag, but is not left in The bar is plugged into the timer
Cups	Unused cups are placed on the shelf on the right
Refrigerators	The refrigerators have been driven in and plugged in with the lights off
Kegs	Open kegs are placed behind the grille on the left
The pant box	The large deposit box with plastic and cans has been moved into place to the left of the bar
Buckets	Used buckets are rinsed with water and placed in their place <i>without</i> stacking them, so that they do not get moldy
Bottle openers	Wash the bottle openers with soapy water and dry them Place the bottle openers in the holder at the bar

<b>Things that should be in the wooden cage</b>	
Beer crates	All beer crates with empty beer and soda bottles have been taken out and stacked in their appropriate places

<b>Things that need to be in the parking garage</b>	
Kegs	Filled and empty kegs and any gas bottles have been taken out into the cage and placed right at the entrance on the left
Beer crates	Beer and soda crates that are not empty have been taken out into the cage and stacked correctly
Pant bottles	Pant bottles have been thrown into the deposit bin and the padlock has been closed again

<b>The toilets</b>	
	Locked toilets open (Use a bottle opener or flat screwdriver from the bar)
	Remove trash, bottles, and other items from the sink
	Remove paper and other things from the floor, remember behind the doors
	Vomit or other disgusting situations are cleaned up
	Disgusting walls, need to be wiped down
	If the floor is nasty, wash it
	The trash cans are emptied and new bags are put in

<b>The cleaning room</b>	
Cleaning cart	Buckets are emptied of water and rinsed The cleaning cart is neatly placed in its place
Cloths	Brugte klude er lagt i håndvasken It is ensured that everything is neatly placed in its place
Door	It is ensured that the cleaning room is locked

<b>Outside on the large staircase</b>	
	Bottles, cups and trash are collected
Broken glass	Broken glass is collected in a bucket and thrown into the glass waste bin

<b>DatKant</b>	
The dish rack	The dish rack with used cups and glasses has been moved up to the dishwashing room.

<b>Rounding off</b>	
	All bartenders meet and this list is reviewed
	It is ensured that water has been drained from all taps again
	It is ensured that the CO <sub>2</sub> is turned off
	Ensure that the bartender key is in place and the bars are down
	The person in charge thanks you and walks past the room next to the room with the cash box and the “tab”