



How to use this packet

Print one page for each area and shift (opening or closing) for the week. Keep duties specific and auditable.

- 1 Duty = one exact surface and action.** Example: Sanitize bar mats at closing.
- 2 Method and tools.** Chemical and dilution; tool; order of operations.
- 3 Assigned role.** Which position owns it (host, line 1, prep 2, bar).
- 4 Time window.** Realistic time period (for example, 10:15-10:25 AM).
- 5 Verify daily.** Initials or time under M T W T F S S.

One-line example: Sanitize bar mats - Quat 200-400 ppm; 2 towels - Barback -
10:15-10:25 AM - daily initials



Updated November 2025

One task per row. Managers record initials or time in the day columns.



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Restrooms — Opening checklist for one full week

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