



CLOSING DOWN YOUR HOSPITALITY BUSINESS: A CHECKLIST.

Temporarily closing down your premises during enforced lockdowns requires a number of actions. This checklist is designed to ensure the cellar and bar is well maintained and safe during the closure period, and fit for purpose on re-opening.

This is intended as a guide for operators with examples of the key areas you need to look at. There is space for you to add further checks specific to your premises so that you can ensure all necessary actions have been taken.

IN THE CELLAR.

| CHECK | SIGN OFF | DATE |
|--|----------|------|
| Disconnect all keg and cask lines | | |
| Clean all keg and cask lines | | |
| Drain all water from lines | | |
| Leave air or Beer Line Protector in the lines | | |
| Sanitise all keg couplers | | |
| Attach keg couplers to the sockets on the ring main | | |
| Remove hop filters from the end of the cask lines | | |
| Hang the cask lines up | | |
| Clean all cask equipment and leave to air dry | | |
| Turn the remote coolers off at the mains supply | | |
| Turn the cellar cooling fans off (if no stock in cellar) | | |
| Count all stock: open and unopened | | |
| Contact supplier to arrange collection/disposal of stock | | |
| Deep clean the cellar walls, floors and fixed equipment | | |
| Seal empty casks | | |
| Place all empty containers in a secure area | | |
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ON THE BAR.

| CHECK | SIGN OFF | DATE |
|---|----------|------|
| Check all glassware is clean | | |
| Store all glassware on ventilated matting | | |
| Drain the glass washer machine | | |
| Remove the glass washer filters | | |
| Sanitise glass washer internal surfaces | | |
| Leave the glass washer door open | | |
| Empty all ice from the ice machine and dispose | | |
| Sanitise the ice machine internal surfaces | | |
| Turn water supply to ice machine and glass washer off | | |
| Remove sparklers and nozzles from beer taps | | |
| Sanitise sparklers and nozzles and air dry | | |
| Remove stock from bar fridges and store securely | | |
| Remove stock from optic rails and store securely | | |
| Switch off power to bar fridges | | |
| Leave bar fridge doors open | | |
| Switch font lights off | | |
| Switch tills off | | |
| Remove cash trays and leave till drawer open | | |
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ROUTINE MAINTENANCE (WEEKLY).

| CHECK | SIGN OFF | DATE |
|---|----------|------|
| Inspect the cellar and bar for evidence of pest infestation | | |
| Inspect the cellar walls for sign of mould growth | | |
| Switch the cellar cooling fans on for 10 minutes | | |
| Ventilate the cellar and the bar | | |
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