

FREE OPERATIONAL TEMPLATE

Restaurant Closing Checklist

Use this 60-point checklist to verify food storage, cleaning, refrigeration, equipment shutdown, inventory, cash, employee handover, safety, security, and final closing approval.

Restaurant / location

Closing date

Closing manager

Opening handover owner

1. Closing setup, scope, responsibilities, critical rules, and handover

1

Confirm the restaurant, date, shift, closing manager, closing team, service cutoff, and planned closing time.

RESTAURANT CLOSE

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

**Execution tip:**

Set the closing sequence, owners, critical stop rules, evidence, and next-day handover expectations before the team begins.

2

Review outstanding guest orders, deliveries, incidents, maintenance faults, complaints, and open actions from the shift.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Set the closing sequence, owners, critical stop rules, evidence, and next-day handover expectations before the team begins.

3

Assign closing responsibilities and completion order by zone, role, employee, and required verification.

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

**Execution tip:**

Set the closing sequence, owners, critical stop rules, evidence, and next-day handover expectations before the team begins.

4

Verify applicable food safety, cash, alcohol, security, emergency, and lone-work requirements are included in the closing plan.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

**Execution tip:**

Set the closing sequence, owners, critical stop rules, evidence, and next-day handover expectations before the team begins.

5

Identify critical failures requiring immediate escalation, including unsafe food, gas or electrical risk, cash shortage, or unsecured premises.

CRITICAL

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add

**Execution tip:**

Set the closing sequence, owners, critical stop rules, evidence, and next-day handover expectations before the team begins.

6

Confirm the next-day opening handover owner, communication method, escalation contact, and expected review time.

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

**Execution tip:**

Set the closing sequence, owners, critical stop rules, evidence, and next-day handover expectations before the team begins.

2. Customer areas, dining room, washrooms, exterior, and service closure

7 Stop new orders at the approved cutoff and confirm every active table, takeaway, delivery, and bar order is completed accurately. RESTAURANT CLOSE

Compliant Partial Non-compliant N/A

 **Execution tip:** Walk the complete guest journey after service, then confirm customer areas are clean, empty, secure, and ready for the next opening.

8 Clear, clean, and reset tables, chairs, booths, highchairs, menus, condiment stations, service counters, and customer fixtures. RESTAURANT CLOSE

Safe Needs action Critical LIVE PHOTO Add

 **Execution tip:** Walk the complete guest journey after service, then confirm customer areas are clean, empty, secure, and ready for the next opening.

9 Clean and inspect customer washrooms, baby-care facilities, handwashing points, supplies, odour control, and working fixtures. RESTAURANT CLOSE

Compliant Partial Non-compliant N/A

 **Execution tip:** Walk the complete guest journey after service, then confirm customer areas are clean, empty, secure, and ready for the next opening.

10 Remove or secure outdoor furniture, signage, queue barriers, menu boards, promotional material, and delivery pickup items. RESTAURANT CLOSE

Safe Needs action Critical LIVE PHOTO Add

 **Execution tip:** Walk the complete guest journey after service, then confirm customer areas are clean, empty, secure, and ready for the next opening.

11 Check for lost property, customer belongings, unresolved complaints, service recovery commitments, and incident documentation. RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Walk the complete guest journey after service, then confirm customer areas are clean, empty, secure, and ready for the next opening.

12 Set lighting, music, screens, HVAC, scent systems, and customer-facing equipment to the approved closing mode. RESTAURANT CLOSE

Compliant Partial Non-compliant N/A

 **Execution tip:** Walk the complete guest journey after service, then confirm customer areas are clean, empty, secure, and ready for the next opening.

3. Food disposition, cooling, labelling, storage, allergens, and waste prevention

- 13 Identify all remaining prepared food and classify it for retention, cooling, approved reuse, donation, return, or disposal.**

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Decide the safe disposition of every remaining food item and record actual temperatures, times, labels, and disposal evidence where required.

- 14 Verify food requiring cooling follows the approved method, batch size, container depth, airflow, time, and temperature controls.**

CRITICAL

RESTAURANT CLOSE

READING	Enter	LIMIT	Enter	DEVICE ID	Enter
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 **Execution tip:** Decide the safe disposition of every remaining food item and record actual temperatures, times, labels, and disposal evidence where required.

- 15 Record selected chilled and frozen food temperatures before storage and confirm readings meet the approved product limits.**

CRITICAL

RESTAURANT CLOSE

READING	Enter	LIMIT	Enter	DEVICE ID	Enter
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 **Execution tip:** Decide the safe disposition of every remaining food item and record actual temperatures, times, labels, and disposal evidence where required.

- 16 Label retained food with item name, batch, preparation or opening date and time, use-by information, owner, and allergen status.**

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Decide the safe disposition of every remaining food item and record actual temperatures, times, labels, and disposal evidence where required.

- 17 Segregate raw food, ready-to-eat food, allergens, chemicals, packaging, returned items, and employee belongings correctly.**

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Decide the safe disposition of every remaining food item and record actual temperatures, times, labels, and disposal evidence where required.

- 18 Dispose of unsafe, expired, damaged, contaminated, or unlabelled food and record quantity, reason, approval, and waste route.**

CRITICAL

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Decide the safe disposition of every remaining food item and record actual temperatures, times, labels, and disposal evidence where required.

4. Kitchen cleaning, sanitation, warewashing, drains, and area release

19

Complete the closing cleaning schedule for food-contact surfaces, utensils, smallwares, preparation stations, and service equipment.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Verify the full cleaning sequence, not only visible appearance, and keep food-contact areas out of use until sanitation release is complete.

20

Dismantle, clean, sanitize, dry, reassemble, and protect slicers, mixers, dispensers, coffee equipment, and removable parts as instructed.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Verify the full cleaning sequence, not only visible appearance, and keep food-contact areas out of use until sanitation release is complete.

21

Complete the final dishwasher, glasswasher, sink, and warewashing cycle, then clean filters, spray arms, racks, drains, and surrounding areas.

RESTAURANT CLOSE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter



Execution tip: Verify the full cleaning sequence, not only visible appearance, and keep food-contact areas out of use until sanitation release is complete.

22

Clean floors, walls, drains, grease points, extraction surfaces, under-equipment spaces, waste points, and hard-to-reach areas.

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Verify the full cleaning sequence, not only visible appearance, and keep food-contact areas out of use until sanitation release is complete.

23

Verify chemicals are labelled, diluted, capped, safely stored, and removed from food and clean-equipment areas after use.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Verify the full cleaning sequence, not only visible appearance, and keep food-contact areas out of use until sanitation release is complete.

24

Complete the required visual, ATP, allergen, concentration, or other sanitation verification and authorize kitchen release.

CRITICAL

RESTAURANT CLOSE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter



Execution tip: Verify the full cleaning sequence, not only visible appearance, and keep food-contact areas out of use until sanitation release is complete.

5. Refrigeration, equipment shutdown, utilities, alarms, and maintenance

25 Record chiller, freezer, cold-room, and display-unit temperatures and confirm alarms, doors, seals, and air circulation are normal.

CRITICAL

RESTAURANT CLOSE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

**Execution tip:** Confirm which equipment must remain powered, which must be isolated, and which faults require immediate repair or overnight escalation.

26 Confirm hot-holding, cooking, and service equipment is empty, cleaned, cooled, switched off, or left operating only where approved.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

**Execution tip:** Confirm which equipment must remain powered, which must be isolated, and which faults require immediate repair or overnight escalation.

27 Shut down fryers, ovens, grills, coffee machines, ice equipment, extraction, and specialist appliances using the approved sequence.

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add

**Execution tip:** Confirm which equipment must remain powered, which must be isolated, and which faults require immediate repair or overnight escalation.

28 Set gas valves, electrical isolators, water, HVAC, refrigeration, and backup systems to the correct overnight condition.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

**Execution tip:** Confirm which equipment must remain powered, which must be isolated, and which faults require immediate repair or overnight escalation.

29 Record leaks, unusual noise, alarms, damage, calibration issues, service tags, and open maintenance work orders.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

**Execution tip:** Confirm which equipment must remain powered, which must be isolated, and which faults require immediate repair or overnight escalation.

30 Confirm critical equipment remains powered where required and emergency maintenance, facilities, and utility contacts are available.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

**Execution tip:** Confirm which equipment must remain powered, which must be isolated, and which faults require immediate repair or overnight escalation.

6. Inventory, controlled stock, waste, pest risks, deliveries, and supplier handover

31 Count selected high-value, high-risk, alcohol, controlled, or fast-moving stock and record expected, actual, and variance.

RESTAURANT CLOSE

ACTUAL

Enter

TARGET

Enter

VARIANCE

Enter



Execution tip: Secure high-risk and high-value stock, remove waste promptly, and document any inventory or supplier issue that can affect the next shift.

32 Secure alcohol, cash-equivalent products, keys, stamps, restricted items, promotional stock, and controlled consumables.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Secure high-risk and high-value stock, remove waste promptly, and document any inventory or supplier issue that can affect the next shift.

33 Return ingredients, packaging, smallwares, and service stock to approved storage with containers closed, labelled, and protected.

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Secure high-risk and high-value stock, remove waste promptly, and document any inventory or supplier issue that can affect the next shift.

34 Remove waste, recycling, used oil, glass, and cardboard, then clean and secure bins, compactors, grease areas, and external waste points.

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Secure high-risk and high-value stock, remove waste promptly, and document any inventory or supplier issue that can affect the next shift.

35 Inspect waste, drains, storage, receiving, service, and exterior areas for pest evidence, entry gaps, spillages, and attractants.

CRITICAL

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Secure high-risk and high-value stock, remove waste promptly, and document any inventory or supplier issue that can affect the next shift.

36 Record pending deliveries, returns, rejected stock, supplier discrepancies, shortages, substitutions, and follow-up ownership.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Secure high-risk and high-value stock, remove waste promptly, and document any inventory or supplier issue that can affect the next shift.

7. POS closure, cash reconciliation, discounts, safe drops, deposits, and data security

37 Close POS ordering and confirm all open tables, tabs, delivery orders, suspended bills, and customer balances are settled or transferred.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Trace every tender and exception from POS to physical count, safe custody, deposit evidence, and final management approval.

38 Review voids, refunds, discounts, complimentary items, tips, price overrides, delivery adjustments, and manager approvals.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Trace every tender and exception from POS to physical count, safe custody, deposit evidence, and final management approval.

39 Reconcile cash, cards, apps, vouchers, gift cards, loyalty, delivery partners, and other tenders against the end-of-day POS report.

CRITICAL

RESTAURANT CLOSE

ACTUAL	Enter	TARGET	Enter	VARIANCE	Enter
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 **Execution tip:** Trace every tender and exception from POS to physical count, safe custody, deposit evidence, and final management approval.

40 Count drawers and floats, record expected and actual amounts, explain variances, and obtain dual verification where required.

CRITICAL

RESTAURANT CLOSE

ACTUAL	Enter	TARGET	Enter	VARIANCE	Enter
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 **Execution tip:** Trace every tender and exception from POS to physical count, safe custody, deposit evidence, and final management approval.

41 Complete safe drops, deposit bags, seals, safe count, custody transfer, courier preparation, and supporting records.

CRITICAL

RESTAURANT CLOSE

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Trace every tender and exception from POS to physical count, safe custody, deposit evidence, and final management approval.

42 Secure payment terminals, POS devices, receipts, customer information, passwords, user sessions, and end-of-day reports.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Trace every tender and exception from POS to physical count, safe custody, deposit evidence, and final management approval.

8. Employee close, attendance, communication, lone work, and zone confirmation

43 Confirm employee clock-outs, breaks, overtime, attendance exceptions, agency hours, and shift changes are recorded accurately.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Close the shift with clear attendance records, safe employee departure, complete handover notes, and confirmation from every operating zone.

44 Check uniforms, lockers, employee belongings, restricted areas, staff meals, and employee exits are managed according to policy.

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Close the shift with clear attendance records, safe employee departure, complete handover notes, and confirmation from every operating zone.

45 Complete the final team briefing on incidents, unavailable items, guest commitments, food preparation, equipment faults, and safety concerns.

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Close the shift with clear attendance records, safe employee departure, complete handover notes, and confirmation from every operating zone.

46 Record next-day staffing gaps, training needs, bookings, events, deliveries, special requests, and priority preparation.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Close the shift with clear attendance records, safe employee departure, complete handover notes, and confirmation from every operating zone.

47 Confirm lone-worker controls, closing pairs, employee transport, emergency contacts, welfare checks, and late-night communication.

CRITICAL

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Close the shift with clear attendance records, safe employee departure, complete handover notes, and confirmation from every operating zone.

48 Obtain completion confirmation from kitchen, front of house, cleaning, cash, maintenance, delivery, and security owners.

RESTAURANT CLOSE

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Close the shift with clear attendance records, safe employee departure, complete handover notes, and confirmation from every operating zone.

9. Fire safety, gas, electrical risks, doors, alarms, CCTV, and final security sweep

49 Check fire exits, routes, extinguishers, suppression systems, alarms, emergency lighting, and gas shutoff remain accessible and unobstructed.

CRITICAL

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Complete a physical final sweep and test critical security controls instead of relying only on verbal confirmation or system status.

50 Remove slip, trip, burn, cut, chemical, sharps, electrical, and manual-handling hazards before employees leave.

CRITICAL

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Complete a physical final sweep and test critical security controls instead of relying only on verbal confirmation or system status.

51 Lock and verify doors, windows, shutters, roof access, storage areas, offices, delivery entrances, and external gates.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Complete a physical final sweep and test critical security controls instead of relying only on verbal confirmation or system status.

52 Arm intruder alarms and verify CCTV, panic buttons, access codes, key control, and remote monitoring are functioning.

CRITICAL

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Complete a physical final sweep and test critical security controls instead of relying only on verbal confirmation or system status.

53 Confirm gas, electrical, water, refrigeration, fire, and security systems show no unsafe alarm, leak, or abnormal condition.

CRITICAL

RESTAURANT CLOSE

READING

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LIMIT

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DEVICE ID

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Execution tip: Complete a physical final sweep and test critical security controls instead of relying only on verbal confirmation or system status.

54 Conduct a final perimeter, washroom, storage, office, kitchen, plant-room, and customer-area sweep for people, hazards, and unsecured assets.

CRITICAL

RESTAURANT CLOSE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Complete a physical final sweep and test critical security controls instead of relying only on verbal confirmation or system status.

10. Findings, corrective actions, opening handover, verification, and management

55

Record every failed or unfinished closing check with the observed condition, risk, area or asset affected, evidence, and immediate containment.

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Keep closing actions open until objective evidence confirms the risk is controlled and the next shift has accepted any unresolved item.

56

Classify findings as critical, major, minor, or observation and decide whether the restaurant can close safely.

CRITICAL

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Keep closing actions open until objective evidence confirms the risk is controlled and the next shift has accepted any unresolved item.

57

Assign every corrective action to a named owner with priority, due time, escalation route, temporary control, and required proof.

CRITICAL

RESTAURANT CLOSE

Finding / record	Current	Owner	Evidence	Action



Execution tip: Keep closing actions open until objective evidence confirms the risk is controlled and the next shift has accepted any unresolved item.

58

Verify closure or document the temporary control, overnight monitoring, opening recheck, and next-shift handover acceptance.

CRITICAL

RESTAURANT CLOSE

READING	Enter	LIMIT	Enter	DEVICE ID	Enter
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Execution tip: Keep closing actions open until objective evidence confirms the risk is controlled and the next shift has accepted any unresolved item.

59

Review repeat closing misses, food waste, cash variances, cleaning gaps, equipment faults, security issues, and overdue actions.

RESTAURANT CLOSE

Compliant

Partial

Non-compliant

N/A



Execution tip: Keep closing actions open until objective evidence confirms the risk is controlled and the next shift has accepted any unresolved item.

60

Record the final closing status, unresolved risks, opening handover, closing manager, reviewer, date, time, and signatures.

CRITICAL

RESTAURANT CLOSE

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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Execution tip: Keep closing actions open until objective evidence confirms the risk is controlled and the next shift has accepted any unresolved item.

RUN THIS CHECKLIST DIGITALLY

Turn closing tasks into a verified opening handover

Use Taqtics to schedule restaurant closing, capture food and cash readings, verify cleaning and security, assign actions, and hand over unresolved risks.

Try the Restaurant Closing Checklist in Taqtics