CLOSING THE STORE HOUR BY HOUR

Last Modified on: 2/16/17

Standalone Procedure

This document was designed to help you and your teams close the store efficiently at close.

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| **10:00 pm – 11:00 pm** | * Fold and stock boxes
* Take all hot bags off shelf and wipe shelf down with soapy water
* Clean all caddies and hot bags
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| **11:00 pm – 11:30 pm** | * Count down 1 of the 2 tills to $100 and put in the safe
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| **11:30 pm – 12:00 am** | * Wipe down coke cooler inside, outside, vents, and clean the glass
* Restock coke coolers
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| **12:00 am – 12:30 am** | * Start inventory
	+ Do all nightly inventory except for the make-line
* Wipe down dough and dish tables with soapy water, then sanitize
* Clean hand and prep sinks, including sink walls, soap dispensers and towel dispensers
* Seep and mop floor
* Wipe down baseboards with a rag
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| **12:30 am – 1:00 am**  | * Clean and mop walk-in cooler
	+ Clean walk in door
* Clean restroom
	+ Sink, mirror, toilet
	+ Restock
	+ Sweep
* Clean hand sink wall, hand sink, soap dispenser and towel dispenser
* Wipe down computer screens and keyboards
* Wipe down all printers
* Wipe down all phones
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| **1:00 am – 2:00 am**  | * Wipe down tables, chairs, and railings in lobby
* Wipe window ledges and clean glass on front door
* Clean screen racks and cookie sheets
* Wipe down screen rack/bump bar shelf
* Wipe down cut table shelving with soapy water
* Wipe down cut table legs and lower shelve with soapy water
* Clean slap table except for a small area
* Clean ovens
	+ Wipe top, sides, front, legs, and windows of ovens
	+ Scrape and wash catch pans
* Clean all equipment
	+ Wipe down sides of makeline with soapy water
	+ Outside of make-line, freezer, coke coolers
	+ Clean front counter
	+ Wipe down all counters and shelves with soapy water, then sanitizer
	+ Clean all scales with soapy water, then sanitize
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| **1 hour before closing time** | * Pick pits. Throw other food away
* Empty garbage cans in lobby and bathroom and replace garbage bags
* Wipe down garbage cans
* Sweep the lobby
* Sweep the kitchen area thoroughly
* Wipe down baseboards and wall under slap table and behind makeline
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| **At time of close** | * See "[How to Flip Makeline](https://toppershq.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7BDF3C8049-4876-439F-9DA4-387FD743B7EA%7D&file=How%20to%20Flip%20Makeline.docx&action=default&DefaultItemOpen=1)" procedure
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