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 |
| **11:00 pm – 11:30 pm** | * Count down 1 of the 2 tills to $100 and put in the safe |
| **11:30 pm – 12:00 am** | * Wipe down coke cooler inside, outside, vents, and clean the glass * Restock coke coolers |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |