

# Holiday Closing Checklist

We will be closed on Thanksgiving and Christmas Day. It is imperative to have an excellent close the night before both holidays. This checklist should be used in addition to the standard closing procedures. Holiday Hours of Operation POP should be posted as soon as it is received.

- 🔪 Closing MIC watch all prep carefully. Refer to the prep schedule to ensure you do not run out of items or discard too much at the end of the night.
  - If you are in questions as to sales trends, refer to the previous year.
- 🔪 After close discard all:
  - Cooked product (meat, beans, chicken, steak, and chili, etc.).
  - Prepped cold ingredients (lettuce, cheese, tomatoes, etc.).
  - Prepared 24-hour ingredients (bottled sauces, cupped salsas, etc.).
  - All 10-hour and 24-hour fried ingredients.
- 🔪 Verify the freezer and walk-in doors are closed tightly prior to exiting the store for the night.
- 🔪 Verify the HVAC thermostats are set properly (all switches set to AUTO).
- 🔪 Hot Tables
  - Be sure they are thoroughly cleaned, and elements are turned OFF.
- 🔪 Rethermalizer
  - Be sure the rethermalizer is cleaned and filled.
  - Turned OFF (pilot light should remain on).
  - Put Limesheild in water to remove any heavy mineral buildup.
- 🔪 Shut OFF all equipment:
  - Fryer
  - Heat Cabinets
  - Steamers
  - Bunn Machines
  - Quesadilla Grills
  - Cinnamon Twist Towers
  - EVO
- 🔪 Check sing faucets are OFF and no toilets are running.
- 🔪 Check restrooms and ensure no customers remain.
- 🔪 Remove all trash from the restaurant 1 hour prior to close. Ensure dumpster lids and gates are closed.
- 🔪 Double check that all exit doors, drive-thru windows, and roof hatches are closed and locked.
- 🔪 Safes:
  - Ensure all money is secured in the safe.
  - Safe is locked.
  - Program time delays for holidays if applicable.
- 🔪 Lighting and Signage:
  - Turn breakers to the OFF position for signage.
  - Drive-thru menu boards and canopies OFF.
  - Ensure light timers cycle security lights ON.
- 🔪 POS System closed as normal and left ON. POS monitors turned OFF.
- 🔪 Ensure all inventory, cash, and timekeeping are posted in eRestaurant.
- 🔪 Ensure store alarm is set correctly.
- 🔪 RGM turn on heat cabinet timer and stock with one tray of Taco Shells and one tray of Tostada Shells on the holiday.

Let's have a SAFE, HAPPY, and PROFITABLE Holiday Season!