



SEASONAL CLOSURE LISTS – dismount list

2020/21

boh	foh	f&b	vendors	projects
lic. inspect	911's	411's	inventories	insurance
opening re-orders	system hibernations	social media	pos- ressie world	vendors
ppe	take-away	merch	outdoor dining	

BACK OF HOUSE-

- Deep cleaning – everything everywhere...
- Inventory & re-order pars and lists
- Dry storage deep clean- everywhere...
- Inventory all small wares & complete order sheets
- Wrap all pans – cover all plate- ware after FOH inventory
- Food donated to food pantry after team shop
- Refrigeration – new seals orders and install
- All ref- serviced and charged
- If keeping freezer or walk-in on sign on front –
- Doors open on any ref. units turned off
- Ovens- stoves – keep pilots on to avoid rust forming – check your local regulations
- Steamers winterized
- IF NO HEAT IN BLDG _ DRAIN EVERYTHING AND ALL PIPES
- Dish machine serviced and drained
- ****Hood fans cleaned and serviced
- ***FIRE EXTING, & ANSEL inspections



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- Recipe files updated
- Allergy files updated
- Serve safe checked
- Pest control if needed
- All storm windows down and locked
- Unplug anything that is not needed and wrap
- Email to all vendors requesting open invoices to close accounts
- Request item usage reports to review pricing and usage for Food Costs
- Review all item usage POS PMIX reports
- Menu reviews

FRONT of HOUSE

- Have team clock in at rate for cleaning projects NOT tipped rate.
- Work in mini teams and start in pdr's then move room to room – divide and conquer.
- Deep clean of all areas – top to bottom- have notebook in each zone to add lists of repairs and maintenance- note and measure 411to 911 – group together – painting – mark any painting areas with blue tape AND put on the master painting list etc....
- Start at ceiling and work way down.
- Inventory ALL service items and create re-order lists – MGR will review with S&A then prepare orders for pre-opening calendar set to remind vendor to place order with runway to arrive.
- Podiums cleaned and organized
- SODA SYSTEM SERVICED & return all unused products
- BARS DEEP CLEANED – ALL FRIDGES DEEP CLEANED AND OFF – DOORS OPENED
- ALL SILVER polished and wrapped- cover with table cloth
- Glassware and barware inventory – re-orders and wrap or cover all shelving
- GARDEN & PATIO move, clean and secure all items- inventory
- Return of tents, lighting and breakdown of plants
- Return jersey barriers
- Garden to green house
- Window boxes
- Heaters moved off-site for storage
- All gas tanks returned



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F&B

- Wine cellar and liquor room deep clean
- Inventory and re-order lists
- Email ALL VENDORS – request any outstanding invoices and credits to be settled-
AVOID GETTING POSTED
- Wine list ready for submission to WS
- Glassware & Bar ware inventory
- Wine buckets polished and wrapped
- All bar mise wrapped and stored.
- Juicers cleaned and wrapped
- Update bar recipe bible
- Print and review pmix reports
- Review CSG

PPE

- Inventory of all items and re-order lists
- Review orders with vendors to get sense of usage from 2020
- Gloves
- Masks
- Sanitizer
- Check-in lists
- Covid Protocol LISTS

Takeaway WORLD

- Review pmix
- CSG review
- Inventory of all packaging & re-orders set to launch
- BAGS
- LABELS
- Containers
- Napkins
- Chopsticks
- Corn ware



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- Thank you cards
- Wine bags
- Drink bottles
- Caps
- Sealers
- Boxes
- Tape
- Markers

OFFICE - MGMT

- Glassware and barware inventory – re-orders and wrap or cover all shelving
- Unplug all electrics to avoid power drainage and surges
- Back up all files
- Back up reservations guest list _ IMPORTANT
- Team emails and contact info updated
- OFFICE UPDATES- separate list
- Paper inventory
- Printer toner
- Gather all ipads
- Printer paper
- Dupe paper
- HIBERNATION – email and save confirmations and name of rep on POS – RES-ALL SERVICES going in hibernation
- Call linen service
- PHONE- go to basic plan- SAVE NUMBER
- CABLE TV – explore options
- GET ALL ADDRESSES FOR W2's & update all contact info for team
- INSURANCE – review all policies and get bids- alert your agent you are closing
- EMAIL ALL LIQ VENDORS AND DOUBLE CHECK ALL ACCOUNTS SETTLED
- Update all house accounts
- Review handbook and policy
- Contact your ABCC rep on closure or select board to avoid any issues
- Contact your BOHealth to set up any inspections if needed or required
- Email your refuse vendor
- Pest control –



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- Projects lists review and add to calendar
- 2021 budgets
- Post lists in each zone of projects and to-dos
- Book painting – electric – plumbing from master list
- Book repairs and maintenance.
- Schedule servicing of any equip.
- Check all upholstery for repairs
- Drain any plumbing zones if heat not on
- Flush toilets and run water weekly
- Box all dead files and scan anything you need access to remotely
- REACH OUT TO FED-EX DRIVER – UPS AND give them contact info for packages – our drivers call us when we have packages

SOCIAL MEDIA & WEB

- Voicemail updated
- Menu Update – print seasonal signage and keep in podium to update as dates happen
- Social media Update instagram – fb etc.....
- GOOGLE UPDATE- YELP – TRIPADVISOR ETC
- Newsletter- we use mail chimp to keep guests in loop

MERCHANDISE/ RETAIL

- Inventory all merchandise and set re-orders designs for re-opening
- Review all CSG and PMIX reports
- Update website and BENTO on inventory
- Promote on social media and thru newsletter

OUTDOOR dining

- Assess costs of rental versus purchase of tents and lighting
- Review expansion zones with license authority
- Plan garden zone and plant areas
- Meet with landscape team on plans



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COST SAVINGS

- REVIEW EVERYTHING YOU PAY FOR AND evaluate Vendor RELATIONSHIP
- POS
- RESERVATIONS
- Takeaway apps
- Heaters
- Ppe
- Uniforms
- Menu formats
- Flowcodes
- Collaborations
- Team enrichment and webinars

MANAGEMENT NOTES ON CLOSURE
