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**Closing Manager Checklist**

The Closing manager needs to complete all paperwork and conduct a final walkthrough before leaving for the night. Please include this checklist with the daily paperwork.

**Office & Final Walkthrough**

* All paperwork is complete and accurate
* Credit Card batch is settled
* Nightly deposit verified
* Viewed Company emails AND responded if applicable
* Manager recorded pertinent information in the managers log, such as employee issues, equipment issues, guest complaints and so on. If any employee call ins were for the next day’s shifts, those shifts arrangements have been made and noted in manager’s log.
* All electronic checklists have been completed and accurate
* All coolers and freezers are within correct temperature range
* Conduct final walk through to ensure equipment is turned off, such as: grills, fryers, vent hood and thermostats have been adjusted to proper setting.
* All lights have been turned off
* All exterior access doors have been secured

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_