



# General Bar Checklist

conducted for

## Hangman's Playground - Bar and Grill

**Conducted on**

22 Feb 2019 02:09 PM

**Performed by**

Bart Astley

**Completed on**



22 Feb 2019 03:40 PM


**Score**

59/69.0 - 85.51%


## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit



Question	Response	Details
Stock & ice down bottle beer & wine	×	Bottled beer supplies have not arrived yet. Will follow up with supplier asap. Craft beer and wine are still available.
Assemble, fill & start frozen drink machine	×	Frozen drink machine for margaritas is not working. Removed from bar and put it in the back for repairs.
 <p>Appendix 1</p>		
Check liquor, beer and wine backups for each service well and back bar	×	Bottled beer supplies have not arrived yet. All other items are well-stocked.
Check if tables, bathrooms, and bar floor is clean	×	The sink in the men's bathroom has dirt and water stains. Will assign staff member to clean.
 <p>Appendix 3</p>		
Customers are being served food and drink in a timely manner	×	A customer complained that his order took too long to arrive. Checked and confirmed with the kitchen staff that they made a mistake during the initial preparation. Apologized to customer for the delay and provided complimentary drink. Customer was satisfied.

Question	Response	Details
Staff wiping and sanitizing tables before seating new customers	×	Took a long time for staff to retrieve used plates and clear the table.
 <p data-bbox="140 506 256 533">Appendix 4</p>		
Bar is being wiped regularly by the bartender	×	Initially, no wiping cloth and sanitizing spray was available to clean the front bar. Supplied cloth and spray halfway through the shift.
Empty frozen drink machine; refrigerate leftover and clean machine	×	Frozen drink machine is broken. I have already contacted the mechanic for repairs.
Re-stock beer cooler	×	Will re-stock as soon as supplies arrive. Have already followed up with supplier.
Re-stock liquor empties	×	Will re-stock tequila and gin tomorrow afternoon since supplies are scheduled to arrive at 2.

## Inspection - 59/69 85.51%

Question	Response	Details
<b>Opening</b>		Score (23/27) 85.19%
Unlock beer & wine coolers & taps	✓	
Place floor mats behind bar	✓	
Place liners in trash cans and position appropriately	✓	
Stock & ice down bottle beer & wine	✗	Bottled beer supplies have not arrived yet. Will follow up with supplier asap. Craft beer and wine are still available.
Cut lemon wheels, wedges and twists, lime wedges, orange wheels and celery	✓	
Make garnish skewers	✓	
Make sweet & sour, juices, bloody mary mix, pina mix and other mixers	✓	
Setup margarita rim salter at each service well	✓	
Assemble, fill & start frozen drink machine	✗	Frozen drink machine for margaritas is not working. Removed from bar and put it in the back for repairs.
 <p>Appendix 1</p>		
Stock straws, cocktail napkins, stir-straws, coasters, skewers, etc. at each service well	✓	
Stock rocks glasses, highballs, pilsners, wine glasses, snifters, coffee mugs	✓	
Setup blenders & mixers at each service well	✓	

Question	Response	Details
Stock bar utensils & supplies (strainer, shaker, jigger, ice scoop, ice cream scoop, wine opener, bottle opener, stirrer, bar mats, pour spouts, etc.)	✓	
Ice down and stock garnish caddy with cocktail onions, olives, cut lemons, limes and oranges, twists, and cherries at each service well	✓	
Fill ice bins at each service well	✓	
Check liquor, beer and wine backups for each service well and back bar	✗	Bottled beer supplies have not arrived yet. All other items are well-stocked.
Stock silverware (rollups)	✓	
Stock plateware & linen napkins	✓	
Stock bar and food menus	✓	
Fill bar sink with soap water, rinse and sanitizer	✓	
Have back-up beverage canisters and CO2 tanks ready to replace empties	✓	Replaced CO2 tank since the first one was leaking. Will have to order a backup tank.
 <p>Appendix 2</p>		
Turn on music, bar TV, etc.	✓	
Turn on neon lights and signs	✓	
Check if plates and glasses are clean	✓	

Question	Response	Details
Check if tables, bathrooms, and bar floor is clean	✘	The sink in the men's bathroom has dirt and water stains. Will assign staff member to clean.
 <p>Appendix 3</p>		
Get and count opening bar bank	✔	
Get new comp & waste log	✔	
<b>During Operations</b>		Score (5/8) 62.50%
Staff following standard operating procedures when welcoming customers	✔	
Kitchen staff following standard operating procedures for cleanliness and safety	✔	
Customers are being served food and drink in a timely manner	✘	A customer complained that his order took too long to arrive. Checked and confirmed with the kitchen staff that they made a mistake during the initial preparation. Apologized to customer for the delay and provided complimentary drink. Customer was satisfied.
Staff cleaning spills in a timely manner when they occur	✔	
Staff wiping and sanitizing tables before seating new customers	✘	Took a long time for staff to retrieve used plates and clear the table.
 <p>Appendix 4</p>		
Trash bags being taken out when they're 3/4s full	✔	

Question	Response	Details
Bar is being wiped regularly by the bartender	✘	Initially, no wiping cloth and sanitizing spray was available to clean the front bar. Supplied cloth and spray halfway through the shift.
Altercations and incidents of violence involving customers/staff members	✔	
<b>Closing</b>		Score (31/34) 91.18%
Clean beer cooler	✔	
Pour Clorox in floor drains	✔	
Polish brass railing	✔	
Polish brass and chrome beer taps	✔	
Polish espresso machine	✔	
Wipe down displayed liquor bottles	✔	
Clean bar mirrors	✔	
Rotate beer & wine coolers	✔	
Clean cash register, credit card terminal, telephone	✔	
Clean back bar	✔	
Rotate, soak & sanitize pour spouts	✔	
Lock beer & wine coolers & taps	✔	
Take floor mats to back dock	✔	
Empty trash cans	✔	
Burn all ice bins	✔	
Cover & store all bar fruit (discard as required)	✔	
Cover & store all mixers and juices sweet & sour, juices, bloody mary mix, pina mix and other mixers	✔	
Clean margarita rim salters	✔	

Question	Response	Details
Empty frozen drink machine; refrigerate leftover and clean machine	✘	Frozen drink machine is broken. I have already contacted the mechanic for repairs.
Re-stock rocks glasses, highballs, pilsners, wine glasses, snifters, coffee mugs	✔	
Clean all blenders & mixers	✔	
Clean all bar utensils & supplies	✔	
Re-stock beer cooler	✘	Will re-stock as soon as supplies arrive. Have already followed up with supplier.
Re-stock liquor empties	✘	Will re-stock tequila and gin tomorrow afternoon since supplies are scheduled to arrive at 2.
Wipe down service well liquor bottles	✔	
Clean & soak soda gun nozzles	✔	
Wipe down bar top	✔	
Wipe down & put up bar stools	✔	
Empty & clean bar sink	✔	
Sweep & clean bar floor	✔	
Turn off music, bar TV, etc.	✔	
Turn off neon lights and signs	✔	
Count bar bank	✔	
Complete comp & waste log	✔	
<b>Completion</b>		
Name & Signature of Manager	Bart Astley	



## Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4