# Manager Closing Checklist

Manager · https://roundupsaloon.com/docs/manager-closing-checklist/

- Restroom light off
- Liquor cabinets locked
- Liquor room computer off
- Liquor room Free of boxes
- Turn off liquor room lights
- Deadbolt liquor room Door
- Check Horseshoe restroom for running toilets/faucets/glassware/poop/puke
- Turn off HS thermostat (auto/off)
- Check HS coolers fully shut
- Check HS lights & HS bathroom lights off
- Check Tequila Shack lights off
- Check front restrooms for running toilets/faucets/glassware/poop/puke
- Turn out pool table lights
- Check game room emergency door locked
- Turn off Game Room fans
- Check both front doors locked
- Turn off flood/work lights
- Check ”Open” sign off
- Check Parlor shades closed
- Check Parlor emergency exit locked
- Check Parlor coolers fully shut
- Check Parlor lights off
- Turn off Parlor thermostat air conditioner (auto/off)
- Check DJ Booth fans are off

- Turn off DJ thermostat (auto/off)
- Check Lone Star Ice Room light off
- Check Lonestar coolers fully shut
- Check walk-in is closed - both doors
- Grab back door keys
- Crash patio door near exit then Deadbolt from patio side
- Check Patio coolers fully shut
- Check patio lights out
- Check roof gate locked
- Check emergency exit boarded
- Check Emergency Ice coolers locks are locked
- Check heaters off (HS on if freezing)
- Crash second patio door then deadbolt inside
- Turn off Toolshed thermostat (Auto/Off)
- Check Tool Shed coolers fully shut
- Check flaps locked
- Check all fans and lights are out
- Stand at back door looking into club, take a deep breath and just take 15 seconds to *listen* - if you've forgotten something, you might hear it or otherwise realize it during this "15 Seconds of Zen"
- Put bar on back door
- Now that all employees are outside of the building, check the walk-in cooler doors to ensure they're completely closed.
- Clock out
- Deadbolt hall door
- Turn off loft/tack wall lights
- Deadbolt office door (to electrical closet)
- Check for No combustibles near electric panel
- Verify that Paid Out Log has been filled out and printed and signed

- Verify that Tips Log Worksheet has been filled out
- Check both safes locked (give a spin)
- Turn off lights
- Deadbolt office door
- Turn off “Exhaust Fan” switch
- Set alarm - Press/hold AWAY button, enter code
- Deadbolt back door to building
- Make sure sewer clean outs covered with a cone (but do this on EVERY TRIP you make to/from Manager Exit and Back Customer Exit throughout the night)
- Check that no cars are parked in “dumpster” spots. If so take photos of vehicle, including license plate and text them to Kevin Autrey.
- Check parking lot for cones - pull/stack to back of building