

RESTAURANT NIGHTLY CLOSING CHECKLIST

What you need to do each night to ensure your restaurant will be there in the morning



Did you know that there are about 7,410 structure fires each year in eating and drinking establishments? According to the National Fire Protection Association, these result in more than \$165 million in property loss. A significant portion of those fires occur overnight when many restaurants are closed.

Before you close down each night, it's important to make sure you eliminate any risks that could result in fire & smoke damage, as well as checking that other things like sinks or toilets so they don't cause substantial property damage. Here are some steps you and your employees can take to help keep your business safe when no one is there:

GENERAL DINING AREA

- If smoking is allowed, empty ashtrays into metal cans with lids and place outside.
- Extinguish candles, fireplaces, or other heat sources.
- Shut off steam tables, heating trays, and heat lamps.
- Ensure tablecloths, drapes, etc. are not too close to heating ducts, baseboards, etc.
- Close and lock all windows and exterior doors.
- Turn off fans.

RESTROOMS

- Check restrooms for any signs of smoking.
- Remove trash and dispose of outside in a covered trash receptacle.
- Check toilets and sinks to ensure water is not running or there are blockages
- Test smoke alarms (in case they were disabled).

KITCHEN

- After all cleaning is completed, verify dishwashers are off.
- Turn off faucets and check sinks that they are not blocked.
- Shut down all grills, ovens, deep fryers, etc. and remain on site until fully cooled.
- Check that your freezer, refrigerator, and cooler lights are off and doors are shut tight.
- Check exhaust hoods for excessive grease and that exhaust fans are off.
- Empty grease into a metal can with lid and remove.

PRIOR TO EXITING

- Check restrooms for any signs of smoking.
- Remove trash and dispose of outside in a covered trash receptacle.

This information is intended to be general and advisory in nature. It shall not be considered legal advice. NEXT does not warrant that the implementing any of these recommendations will result in the elimination of any unsafe conditions at your business location. NEXT does not assume any responsibility for the control or correction of hazards or legal compliance with respect to how your business is run, and these recommendations do not constitute NEXT's undertaking, on your behalf or others, to determine that your business premises and operations are safe or healthful, or are in compliance with any rules or regulations.