



Closing Procedures

1. Lock Front Door
2. Turn off Coffee Machine
 - a. If you used;
 - b. Empty Coffee Grounds
 - c. Wipe Surfaces
3. Wipe Down Surfaces
 - a. Counter tops
 - b. Kegerator
 - c. Bar Top
 - d. Benches, Tables
4. Plug Black and White iPad into Chargers
5. If Applicable, close any running computer programs and put Computer in Sleep Mode
6. Receipts from day into 'Current' Month slot in Accordion Binder
7. Turn off Fridge Lights, Counter Lighting
8. Sweep Main Studio and Lounge Space
9. Complete Video Check Of Facility
 - a. Upstairs Bathroom
 - i. Tidy
 - ii. Empty Garbage if needed
 - iii. Turn off Lights
 - b. Upstairs Studio
 - i. Tidy
 - ii. Turn off lights
 - c. Stairs
 - i. Turn off Lights
 - d. Front Entrance
 - i. Tidy
 - ii. Anything left behind? Place in Lost and Found
 - e. Lounge Space
 - i. Tidy
 - ii. Wipe Down Surfaces if needed
 - f. Bar Space

- i. Wipe Down Surfaces
 - ii. Ensure no Beer/Kombucha left on counter
 - iii. Empty Garbage if needed
 - g. Main Space
 - i. Sweep Floor with Blue Broom
 - ii. Tidy
 - h. Main Bathroom
 - i. Tidy
 - ii. Empty Garbage if needed
- 10. Turn off Sonos System
- 11. Turn off Lounge, Bar Lights
- 12. Turn off Main Space Lights
- 13. Set Alarm. All doors must be closed to engage the alarm. Lock Door as you leave.