

Sanitation and Bar Cleanliness Checklist

This SOP details the **sanitation and bar cleanliness checklist**, encompassing daily cleaning routines, proper sanitation of bar tools and equipment, waste disposal procedures, hygiene standards for staff, maintenance of clean surfaces and floors, and regular inspection schedules. The goal is to maintain a sanitary bar environment, ensuring customer safety, compliance with health regulations, and an overall pleasant experience.

1. Daily Cleaning Routines

Area/Item	Task	Frequency	Completed By	Signature / Initial
Bar Countertops	Wipe with approved sanitizer	Before, during, & after service	Bar Staff	
Bar Sinks	Scrub and sanitize	End of shift	Bar Staff	
Glassware	Wash, rinse, sanitize & air dry	Ongoing	Bar Staff	
Equipment Handles/Touch Points	Disinfect frequently touched surfaces	Every 2 hours	Bar Staff	
Floors	Sweep and mop	End of shift & as needed	Bar Back/Bar Staff	

2. Sanitation of Bar Tools & Equipment

- All tools (shakers, jiggers, pourers, strainers, etc.) must be washed with hot, soapy water, rinsed, then sanitized at the end of each shift.
- Use approved sanitizer solution for all reusable utensils and bar mats.
- Air dry tools-do not use towels to prevent cross-contamination.
- Dishwasher to be cleaned and descaled weekly.

3. Waste Disposal Procedures

- Remove and replace liners in trash bins at the end of every shift or when full.
- Empty recycling bins regularly (glass, cans, cardboard placed in appropriate containers).
- Ensure no food or waste is left on surfaces overnight.
- Sanitize bin lids and handles during each cleaning.

4. Staff Hygiene Standards

- Wash hands for 20 seconds before starting work, after breaks, and after handling trash or money.
- Use gloves when handling garnishes and ready-to-eat ingredients.
- Hair to be tied back or covered; no jewelry on hands or wrists.
- Sick staff must not work behind the bar area.
- Wear clean uniforms and closed-toe shoes at all times.

5. Maintenance of Surfaces & Floors

- Immediately clean up spills to avoid slips and contamination.
- Disinfect door handles, POS screens, and taps at least every two hours.
- Ensure floor mats are clean and dry.
- Inspect surfaces for cracks/damage and report for repair promptly.

6. Inspection & Schedule

- Supervisor must perform an end-of-day inspection using this checklist.
- Weekly deep cleaning of ice wells, drains, and refrigeration units.
- Random health and safety spot checks to ensure compliance.
- Keep completed checklists for a minimum of 30 days for review.

Record Sheet

Date	Supervisor	Issues Noted	Action Taken	Signature

Note: Adherence to this checklist is required for all bar staff. Non-compliance may result in disciplinary action.