

# SOP: Bar Opening Checklist and Venue Preparation

This SOP details the **bar opening checklist and venue preparation** process, including tasks such as cleanliness inspection, equipment setup, stock verification, safety checks, staff briefing, and ensuring compliance with health and safety regulations. The goal is to prepare the venue efficiently for a smooth and successful opening, ensuring a welcoming environment and high-quality service for customers.

## 1. Cleanliness Inspection

1. **Floor & Surfaces:** Inspect and clean all floors, tables, counters, and bar tops. Remove any debris, stains, or spills.
2. **Restrooms:** Check restrooms for cleanliness, restock essentials, and ensure all fixtures are operational.
3. **Glassware & Utensils:** Ensure all glassware, utensils, and service items are clean, sanitized, and polished.
4. **Waste Disposal:** Empty bins and replace liners. Ensure recycling bins are available and correctly labeled.

## 2. Equipment Setup

1. **Bar Equipment:** Confirm all equipment (e.g., POS terminals, ice machines, dishwashers, fridges) are operational.
2. **Bar Tools:** Arrange tools (shakers, strainers, spoons, etc.) for easy access and function check.
3. **Lighting & Music:** Set appropriate lighting levels and test the sound system.

## 3. Stock Verification

1. **Inventory Check:** Verify all required beverages, ingredients, garnishes, and supplies are stocked and within expiry.
2. **Restock Fridges & Coolers:** Replenish chilled stock and organize shelves for easy access.
3. **Bar Station Setup:** Prepare garnish trays, cut fresh fruit, fill ice bins, and set up mixers.

## 4. Safety & Compliance Checks

1. **Emergency Exits:** Ensure all exits are unblocked and clearly marked.
2. **Fire Safety:** Check that fire extinguishers and alarms are present and functional.
3. **First Aid:** Verify first aid kits are available and stocked.
4. **Health & Safety Posters:** Display required notices in visible locations.

## 5. Staff Briefing

1. **Team Meeting:** Hold a pre-shift meeting covering shift assignments, menu updates, special promotions, and expected business volume.
2. **Uniforms & Appearance:** Ensure all staff adhere to grooming and uniform standards.
3. **Communication:** Confirm all staff have access to radios or internal messaging, if used.

## 6. Final Venue Walkthrough

1. **Ambiance:** Adjust music, scent, and lighting to ensure a welcoming atmosphere.
2. **Guest Readiness:** Place menus, reservation signs, and any required decor or displays.
3. **Open Doors:** Unlock entrance doors, check exterior cleanliness and signage visibility.

## 7. Documentation

- Complete opening checklist form and sign-off by supervisor/manager on duty.
- Report any maintenance needs or incidents for follow-up.

## 8. Review

- This SOP must be reviewed and updated annually, or as regulatory requirements change.