

Administrative	Completed
Discuss with bank regarding no or depleted revenue and the impact on current operational debt obligation	
Contact Landlord, have he/she become a partner in the business. Look for a move to 6% of sales until the end of the year	
Contact your utility companies: you need a temporary time-out from payments. Ensure they will keep your power/gas/energy on.	
Turn off any autopayment processes	
Prepare to cancel all deliveries and services. Examples would include: <ul style="list-style-type: none"> <li>o Broadline Distributer</li> <li>o Knife sharpening</li> <li>o EcoLab</li> <li>o Produce</li> <li>o Beer line cleaning</li> <li>o Coca-Cola</li> <li>o Linen</li> <li>o Dumpster</li> <li>o Coca-Cola</li> <li>o Cable/Direct TV</li> <li>o Music</li> <li>o Armored Car</li> <li>o NuCo</li> </ul>	
Announcements: <ul style="list-style-type: none"> <li>o Signs on doors Post closing sign for the public. Sign must be professional.</li> <li>o Website / Social Media Announcement</li> </ul>	
Change the alarm codes for your building to reflect change in personal	
Deposit petty cash, register and change funds into the restaurant's bank account	
Verify the final payroll closed properly with end of week procedures	
Close Out your Month End Procedures	
Alert your payroll company as to the layoffs and changes in payroll hourly and salary	
Employee contact info and address updated	
Alert your Health Insurance Company to the layoffs and the elimination of benefits	
Set up restaurant email to be forwarded	
Set up restaurant phone to be forwarded.	
If needed, complete a change-of-address card at the Post Office.	
Cancel all tour groups, reservations	

Operational	Completed
Wash all dirty china, glassware, silverware and stainless-steel items. Bus pans should be rinsed and wiped dry.	
Remove all products from the service aisle and service stations. Store in the holding room consolidated by type. Chemical, dry goods, smallware's, paper etc.	
A Final Inventory of all food and beverage should be taken	
Prepare and transfer all perishable food. <ul style="list-style-type: none"> <li>o Video any perishable inventory that will be donated or trashed</li> <li>o Contact Food Banks for donations of perishables</li> <li>o Let Staff take any food that cannot be frozen/saved</li> </ul>	

Bar	
o Do not turn off beer systems	
o Take pourers off and tightly wrap open bottle tops of liquor in saran	
o Ensure all alcohol is locked in cages or office.	
o Bar Glass Washer turned off and empty.	
o Clean/blowout Beer Lines	
Idle HVAC in the 50's	
Turn off electrical breaker to exterior light timer.	
Set any tankless water heaters to the "Off" position. Turn off gas to each unit.	
Turn off water circulator pump	
Remove grease from frying units and thoroughly clean	
Turn off all gas to kitchen equipment	
Check for gas leaks	
Ensure all kitchen equipment knobs are set to the off position	
Booster Heater turned off in dish room	
Empty the all refrigeration on the line, unplug and leave doors open	
Unplug all refrigeration at the bar and remove any items that may spoil and leave doors open	
Ensure all lights are off in walk-ins, kitchen, dining room, entry and office	
Ensure the back dock is clean and gates are closed.	
All trash removed from building including office trash cans. Re-line all cans to keep fruit fly activity down.	
Perform a walkthrough ensuring walk in doors are closed and all exterior doors are locked	
Turn off all entertainment devices	
All Patio Couches/chairs pulled inside and stored	