**COVID-19: Closedown Checklist**

**14 AUGUST 2020**

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any questions. *The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website are true and correct at the time of publication. The information provided is general information only and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.*]

**To assist Members in light of recent events requiring hospitality businesses to close down temporarily, here is a checklist to help safeguard your business during the closedown period.**

**Kitchen**

* Ensure gas is turned off for kitchen equipment e.g. Hobs/Oven
* Make sure perishable food is removed
	+ Consider the shutdown period length - vacpacks will probably not hold
	+ Consider delivering food to food banks -List on Restaurant Association Website <https://www.restaurantnz.co.nz/2020/03/12/advice-for-members-on-the-coronavirus-outbreak/>
* Freeze food that is suitable for freezing - date and label appropriately
* Turn off Deep fryers, cover or drain
* Check all drains are free of debris & flowing
* Remove all rubbish from kitchen
* Ensure rubbish collection of outside bins
* Ensure necessary equipment is unplugged
* Wrap crockery & cutlery trays in glad wrap
* Contact all delivery companies with standard orders to cancel
* Secure any chemicals
* Leave appropriate rodent deterrent material
* Secure any knives or sharp instruments
* Stocktake if possible

**Restaurant/Bar**

* Remove all visible alcohol bottles from shelves
* Lock cash register or remove cash drawer
* Lock any chillers, check seals
* Clean and turn off coffee machine
* Lock any doors to restricted areas
* Turn off heaters
* Ensure outside heaters are turned off at the gas bottle
* Unset all tables
* Check for any open wine, spirits, mixes & cordial etc seal or remove
* Water plant or take them home with you temporarily
* Stocktake if possible
* Ensure outside furniture is stored accordingly

**Staff room**

* Make sure staff valuables are removed where necessary or locked away
* Ensure staff lockers are locked
* Check for any crockery or glassware
* Sweep & Mop floor/ Vacuum Floor

**Office**

* Make sure staff or suppliers return any building keys or note who has them
* Set alarms where applicable, if monitored ensure company has up to date contact information of who to call if activated
* Double check all windows and doors are locked and secured
* Secure any personal information, staff files etc
* Remove all cash from establishment and bank accordingly
* Backup your computer on a cloud service or take home a hard copy
* Turn of Computers & Unplug at the wall
* Check for any crockery or glassware
* Set a pleasant answerphone message with a 2nd contact
* Update social media pages

**Back of house spaces**

* Fridges & Freezers
	+ Ensure power plugs are secure
	+ Check & Clean Radiators and ensure air flow
	+ Check condenser drains are clear and flowing
	+ Secure any fridge or freezers with locks if external
	+ Sweep under any shelving
	+ Clean seals & ensure tight closure
	+ Empty ice machine, clean & dry out, leave door open and switch off
* Storage areas
	+ Sweep under shelving
	+ Remove any perishable foods
	+ Check all open product for storage instructions
	+ Seal any open packaging or decant
* Utility areas
	+ Check gas connections and disconnect
	+ Check fuse boards/circuit breakers. Disable non-essential equipment
	+ Turn of hot water cylinders
	+ Clean out and sanitise any mop buckets, mops & brooms
	+ Secure any chemicals
	+ Check all taps securely turned off
	+ Check no removable items are left outside premises area

**Notification**

* Consider contacting all utilities, contractors, cleaning services etc to clarify situation
* Consider leaving a mobile phone contact number or email in the window of the premises

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