

# Temporary Closure Checklist

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## Disconnect and clean beer lines

(Advice brought to you with help from Cask Marque for guidance only, please consult guidance specific to your equipment)

- Turn off the remote/flash coolers to prevent lines freezing.
  - Carry out a standard line clean on all keg and cask lines.
  - Once final water flush is completed, pull air through the system.
  - Pull air until no further water residue comes from nozzle.
  - Switch off gas bottles and any gas generation systems.
  - Sanitise all equipment (hop filters, rods, tilts, couplers) and leave to air dry.
  - Attach couplers to the ring main sockets.
  - Cork all empty casks and hang the lines off the floor.
  - Remove and clean all nozzles with warm water and air dry.
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## Perform a comprehensive clean down of the premises

- Wipe down any bottles and all surfaces.
  - Remove any perishable items and food that may go to waste.
  - Wipe draught taps with soapy warm water.
  - Sanitise bar and table tops, allow them to air dry.
  - Remove any dirty cloths and linens for washing.
  - Empty all bins, give them a rinse and put all bags in the bin.
  - Run all equipment through the glass/dishwasher.
  - Run through a typical kitchen deep-clean.
  - Clean down your glass/dishwasher and drain.
  - Empty, clean and turn off your ice machines.
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## Clean postmix equipment

- Turn off CO2 and water supply, leave power on.
  - Remove, clean and dry all dispense nozzles and diffusers.
  - Clean the valves.
  - Flush all drip trays with clean water.
  - Refit all nozzles and diffusers – don't leave in 'soak'.
  - Dispense heads can be turned off in the normal way.
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## Manage and secure your stock

- Take a full stock check.
  - Remove short dated stock and perishable products.
  - Seal open spirit bottles.
  - Empty bar fridges, turn off and clean.
  - Move stock to a secure space and secure cellar.
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## Security and safety checks

- Remove all money and valuables from the site.
  - Secure any outside furniture, ideally bringing it inside.
  - Leave tills clearly open.
  - Turn off heating and air-conditioning, disable any timers.
  - Turn off water and gas mains.
  - Turn off all electrics not required.
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## The final few things

- Make a note of all current meter readings
  - Add a note to your door.
  - Update your website and online listings with closed hours.
  - Update answering machine, social media and email out-of-office.
  - Fully secure the site and set alarms.
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## Consider if you...

- Should give notice to a supplier, landlord or insurer that your premises will be closed.
  - Have any scheduled deliveries or appointments that need to be rescheduled.
  - Could start a delivery service in the interim.
  - Can offer food box delivery or offer essentials and items you can get through your wholesale suppliers.
  - Could offer gift vouchers for those that want to support your business.
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