

Restaurant Closing Checklist

Shifts and cash · Daily

Shift details

Business name

Date

Shift (lunch / evening / night)

Closing manager

Cash drawer count (TRY)

Z report number

Till, POS, and printer

Question	Yes	No	Initials	Notes
Have all open orders, deliveries, and tables been closed?	☐	☐		
Have orders with no payment or partial payment been reviewed?	☐	☐		
Have discount and void lines been checked with their notes?	☐	☐		
Has the cash drawer been counted and recorded on the form?	☐	☐		
Has cash been transferred to the safe?	☐	☐		
Does the Ritapos balance agree with the cash drawer?	☐	☐		
Has the fiscal cash register Z report been produced and filed?	☐	☐		
Does the Z report cash figure agree with the cash drawer count?	☐	☐		
Has the card terminal been closed and its settlement receipt printed?	☐	☐		
Is a spare receipt roll available under the counter for tomorrow?	☐	☐		
Is the printer queue empty, and have the devices been switched off?	☐	☐		
Has the cash drawer been locked, with the key held by an authorised person?	☐	☐		
Has today's sales total been checked in the Ritapos summary?	☐	☐		
Are there no open tickets in the marketplace or delivery list?	☐	☐		
Has the till tablet been switched off or locked?	☐	☐		
Has change been set aside for tomorrow?	☐	☐		

Kitchen, dining area, and security

Question	Yes	No	Initials	Notes
Are the cold room and refrigerator doors closed?	☐	☐		
Have the worktops, grill, and fryer been cleaned?	☐	☐		
Has the oil filter or extraction hood grille been checked?	☐	☐		
Has waste been taken outside, with the bin cover locked?	☐	☐		
Has the restroom been cleaned and the water turned off?	☐	☐		
Have the dining area lights, air conditioning, and music been turned off?	☐	☐		
Are the emergency exit and fire extinguisher accessible?	☐	☐		
Have the windows and back door been locked?	☐	☐		
Are the alarm and camera recording working?	☐	☐		

Preparation for tomorrow

Question	Yes	No	Initials	Notes
Is the opening balance envelope ready?	☐	☐		
Is tomorrow's shift schedule written down?	☐	☐		
Has the reservation note been left with the host or cashier?	☐	☐		
Have the delivery device and platform panel been closed?	☐	☐		

Variance, missing items, and notes for tomorrow

Signature

Closing manager signature

Authorised manager signature

Time

This form is an educational checklist. It does not change your local authority, food registration, or occupational health and safety obligations. Confirm local requirements in writing.