

# BUSINESS CLOSURE & SUSPENSION TIPS

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 end of 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 auto-payment processes.	
Prepare to cancel all deliveries and services. Examples include: <ul style="list-style-type: none"> <li>• Broadline distributor</li> <li>• Knife sharpening</li> <li>• EcoLab</li> <li>• Produce</li> <li>• Beer line cleaning</li> <li>• Coca-Cola</li> <li>• Linen</li> <li>• Dumpster</li> <li>• Cable / Direct TV</li> <li>• Music</li> <li>• Armored car</li> <li>• NuCo</li> </ul>	
Post a professional sign on the door and update your website and social media platforms.	
Change the alarm codes for your building to reflect change in personnel.	
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 layoffs and changes in payroll, both hourly and salary.	
Employee contact info and address updated.	
Alert your health insurance company to the layoffs and the elimination of benefits .	
Set up your restaurant e-mail 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 and reservations.	

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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, small wares, 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>• Video any perishable inventory that will be donated or trashed</li> <li>• Contact Food Banks for donations of perishables</li> <li>• Let staff take any food that cannot be frozen / saved</li> </ul>	
Prepare beverage service: <ul style="list-style-type: none"> <li>• Do not turn off beer systems</li> <li>• Take pourers off and tightly wrap open bottle tops of liquor in saran wrap</li> <li>• Ensure all alcohol is locked in cages or office</li> <li>• Bar glass washers turned off and empty</li> <li>• Clean / blowout all beer lines</li> </ul>	
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 circulation 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 the dish room.	
Empty the 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 door 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, wiped down, and stored.	