

# Daily Procedures

## CLOSING

You will want to alter this so it fits YOUR closing procedures

Close Out for the Day. **For Your Safety:** Make sure front door has been closed and locked before beginning.

1. Review Invoices, sales tickets for accuracy, close out cash drawer based on policy.
  
2. PREPARE FOR THE NEXT DAY:
  - Turn off the Radio/CD player
  - Blow out all candles in reception area.
  - Tidy the desk, Vacuum back of the desk.
  - Return all retail products that may have been left on the desk.
  - Tidy the retail shelves.
  - Restock the FD as needed:
3. Turn off the heater/air conditioner:
4. Check the restroom /locker / changing room:
5. Close down the Beverage Bar:
6. Laundry:
  - Make sure all wet laundry is drying in the dryer, and the last load of laundry is washing.
7. Kitchen:
  - Make sure the kitchen is clear of dishes and utensils
8. Lighting:
  - Make sure all lights (every room) are turned off
9. Set Alarm:
  - **Lock the door behind you.**

Additional Steps:

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**THANK YOU FOR BEING A FANTASTIC TEAM PLAYER.  
HAVE A GOOD NIGHT!**