Business closedown checklist

When closing down your businesses for a length of time, there are many things to bear in mind.
Practical and business-wise.

PRACTICAL

- ☐ Empty your beer lines (speak to your cellar services provider, don't just leave them on water as this damages lines)
- ☐ Star Pubs & Bars clients, contact 'Smart-dispense' to shut down system.
- ☐ Cancel any direct debits for tax payments
- ☐ Turn off cellar cooling, beer fridges, ice machine and non essential internal lights
- ☐ Empty all bins and arrange collection (does contract allow for a reduced collection/charge?)
- ☐ Cancel entertainment
- ☐ Cancel window cleaner/gardener
- ☐ DEEP CLEAN
- ☐ For water safety and Legionella prevention - flush water systems once per week for a minimum of 3 minutes.

FOOD & DRINK

- ☐ Freeze fresh food where possible (remember to label with dates)
- ☐ Check dates on dry goods
- ☐ Empty fryers of waste oil and clean
- ☐ Check dates on bar stock and make a note of anything due to go out of date soon
- ☐ Contact suppliers (some pub companies are collecting and replacing out of date drink stock)

SECURITY

- ☐ Remove cash!
- ☐ Is stock locked in a secure place? As supermarket shelves become sparse, thieves may target licensed premises. Lock it securely or place in accommodation areas if possible.
- ☐ Check CCTV and alarms are working: Are contact details up to date?
- ☐ Can the supplier collect fruit machines?
- ☐ Secure outdoor areas and furniture etc

BUSINESS

- ☐ Speak to your Roslyns BDM to discuss your financial situation/planning/forecasting
- ☐ Apply for an interest free business loan if needed.
- ☐ Write to staff who are being furloughed.
- ☐ Submit weekly revenue (even if zero) as VAT returns still need to be filed
- ☐ Submit weekly payroll.
- ☐ Keep in touch with your customers through social media and prepare for re-opening; deep clean or even some decoration/tidying. You don't know the date yet but get plans in place, speak to a popular band and ask them to give you first refusal on opening night. The re-opening will be one hell of a party!