

RATT Special Event Opening/Closing Checklist – SHIFT LEAD

OPENING

- Turn off alarm
- Grab RATT keys from Lockbox (make sure to get keys with the R1JA)
- Turn on lights (switches between elevators)
- Plug in hanging lights
- Make sure lights in washrooms are working (sensor switch)
- Setup furniture as per layout
 - Remove all menu QR codes from tables and hide in servers' station
 - Extra furniture should be neatly placed in either south corner, but arranged so it can't be used
 - Do a quick wipe down of all table tops in seating area
- While staff are doing the room layout, help the bartender with the bar setup
- Prep about 20 black baskets with parchment paper for food service and place behind the bar
- Check-in with technical staff that room is ready to go, and pre-show music is playing
- Close the east gate to the elevator lobby (don't lock)
- Unlock both elevators

CLOSING

- Open east gate to elevator lobby
- Lock the 7th floor in both elevators
- Run all glassware through the bar dishwasher
- Throw out all parchment paper from used baskets, and stack baskets in the dish area of kitchen (note: staff on Friday will wash baskets. Don't turn anything on in the kitchen for this event)
- Spray and wipe down all tables
- Wipe down the front counter to the bar
- Run the clothes through the dishwasher and hang to dry
- Rearrange furniture to RATT Reset Layout
- Return all QR code menu signs to tables
- Flip all chairs up on tables so that night staff can clean the floors easily
- Check both washrooms for passed out people
- Make sure both stairwell doors are locked
- Unplug hanging lights
- Turn off light switches in between elevators
- Fill out an SOS report
- Return keys to lockbox
- Turn alarm on
- Go home

** For wiping tables use the RTU bottles. Leave on table for 20 seconds after spraying before you wipe it off.

RATT Special Event Opening/Closing Checklist – BARTENDER

OPENING

- Get second set of keys from lockbox in kitchen
- Unwrap plastic wrap from coke gun and submerge the entire head of coke gun in a pitcher of warm water (make sure you do the coke gun, **NOT** the liquor gun as the liquor gun is electric)
- Put away all glassware on the drying rack on top of the dishwasher
- Setup dishwasher (5 steps, see images)
- Run any dirty dishes through dishwasher
- Return all dishes on drying rack to location in bar
- Setup bar-matts and water station (see image). Bar matts are stored in left corner of bar
- Flip grate under the beer taps so it fits in spill tray correctly
- Remove plugs from beer taps (only 6 taps are active, others are blank)
- Unlock all the fridges on the back bar.
- Unwrap the plastic wrap from the liquor gun
- Insert the key into the liquor gun controller (right of gun dock, keyslot right under the bar). Turn key until HELLO appears on the controller and remove key while HELLO is still on the screen. If HELLO disappears, you turned the key too far.
- Make sure bar till POS is working by logging in once. NOTE: bar till is the only POS that should be used during events. The other POS stations are set to a normal RATT Fridays map.
- Setup two credit card machines. Login with the username ratt and the password asdf
- Grab float and count. Fill out appropriate section of the HEC BARTENDER OPEN/CLOSE REPORT on clipboard.
- Setup the liquor well
 - Insert liquor bottle holders in racks
 - Unlock the top left cabinet at bar back. Put the following in the well slots:
 - Barardi White
 - Captain Morgans Spiced
 - Captain Morgans Dark
 - Sauza Tequila
 - Smirnoff Vodka
 - Arrange the rest of the liquors neatly on the back bar shelf
 - Make sure to remove all the plastic wrap from the tops of the bottles
 - Get ice from the kitchen and fill the well with ice. Buckets for ice are stored on the ice machine in the kitchen
- Dump the water out of the pitcher you had the coke gun soaking in and install the spout on the coke gun.
- Cut up 5 lemons and limes and setup the lemon/lime trap near your bar matts. Cutting board and knife can be found in the right top cabinet.

Liquor Gun Buttons

R – Rye
V – Vodka
W – White Rum
G – Gin
L – Spiced Rum

CLOSING

- Run all tools/equipment you used through the dishwasher
- Pack up all liquor bottles
 - Plastic wrap the tops of all bottles (you leave the pours in the bottle)
 - Any empty bottles need to be dropped off in the empty section of the 8th floor
 - Put all bottles with liquor in them back in the top left cabinet
 - Lock the cabinet
- Turn off the liquor gun controller. Insert the key and turn until the screen is off. Remove key while screen is still off.
- Wrap the liquor gun in plastic wrap.
- Remove the spout from the Coke gun and wrap the gun in plastic wrap. Run the spout through the dishwasher.
- Put all the unused glasses from the water station back and run the pitchers through the dishwasher.
- Pack up the lemon/lime tray
- Run all the bar matts through the dishwasher. Return to the left of the bar, hanging them to dry.
- Plug all the beer taps that you unplugged.
- Remove the grate from the beer tap drip tray. Run the grate through the dishwasher. You need two people as you have to hold it as it goes through. Once the tray is all the way through, bang it on the floor a few times on top of one of the rubber pads to get all the water off. Leave it upright against the bar while you do the next step.
- Look at the spill pail under the bar that the drip tray runs into. Estimate how full the pail is and write that number on the HEC BARTENDER OPEN/CLOSE REPORT in the appropriate box. Dump the beer in the pail.
- Return the pail to the spill location. Carefully pour 2-3 pitchers of warm water down the drip tray, moving the pitchers along the drip tray as you pour to give the entire tray a good rinse. You may have to lift either edge of the drip tray once you complete pouring to make sure as much water as possible runs out of the tray. When you are done, pour the spill pail out again and then return the grate to the tray standing on its edge like it was when you opened.
- Make sure all items have been run through the dishwasher. For items that are mostly dry you can return them to their storage location, and leave anything still wet in the drying rack.
- Take the dishwasher apart, leaving the pieces as you found them at the start of your shift.
- Lock all the fridges on the back bar
- Make sure all the fridges are closed
- Make sure both locks on both top cabinets (4 locks) are locked
- Count the cash in the cashbox and fill out the appropriate boxes on the OPEN/CLOSE report. Put the report in the cashbox.
- Make sure all the credit card machines are charging.
- Return the keys to the lockbox
- Return the cashbox to the safe in 2-800.
- Go home

BAR MAT SETUP IN FRONT OF WELL



WATER STATION SETUP

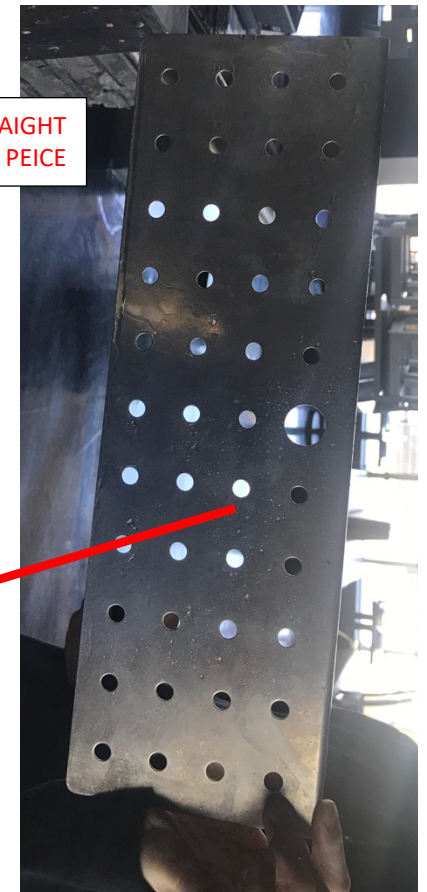


DISHWASHER SETUP



THIS GOES UNDER THE
PLATE IN A HOLE. IT
SHOULD FIT SNUG

NOTICE THE STRAIGHT
EDGE ON THIS PEICE



AFTER ALL THE PARTS ARE
INSTALLED, FLIP THIS
SWITCH UP TO AUTO