

# Business Shutdown Checklist



Members are advised to use this checklist as a guide where needed to manage the closure of some or all of their business operations. Please consider your individual circumstances and operations when applying this checklist to your Hotel.

[Click here for information to provide Employees on assistance they can access](#)

- [The Federal Government Stimulus Package](#)
- [NSW State Government Stimulus Package](#)

ITEM	CHECK
<b>Advising of closure</b>	
Contact your financial institution, insurances and advise of closure. Seek any assistance available, specific to your situation	
Meet with landlord (if applicable) to discuss possibility of reduced rent or rent hold during closure	
Contact your local Council to inform of closure, take advice on any permits you currently hold	
<b>Beverage stock</b>	
If not operating for off-premise sales:	
- Conduct a stock take of all beverage stock. This should follow same procedures for month end and/or EOFY stock take	
- Contact breweries to return any untapped or empty kegs	
- Remove liquor and valuable stock from display, secure if possible	
- Return unopened stock to suppliers if deemed excessive to hold onto	
- Hold appropriate stock levels to remain ready to re-open	
- Ensure all stock is stored in a secured location and document whom has access	
- Clean all areas and ensure areas with moisture are dry to avoid growth of mould	
<b>Kitchen</b>	
If not operating for take away or meal delivery sales:	
- Review terms of contracts for any early termination clauses or penalties for cease trade with suppliers	

- Deep clean kitchen, empty deep fryer and remove all oil	
- Organise grease trap service	
- Clean all equipment and work areas to prevent vermin	
- Freeze any items that you can (make sure to not "re-freeze" anything)	
- Ensure meats and other items are properly prepped for freezing to reduce any freezer burn/spoilage.	
- Donate any perishable items to local food banks.	
- Conduct a stock take of all food stock. This should follow same procedures for month end and/or EOFY stock take	
- Ensure that the pilot lights on all the gas appliances are off and mains gas is off	
- Cancel any standing orders with vendors.	
<b>Advise suppliers</b>	
Cost considerations	
- Contact any suppliers and cancel any scheduled deliveries and arrange returns where available	
- Review all contractor contract terms for possible early termination clauses or penalties where cease trade may impact contractor income and/or extension of credit terms	
- Review cash flow and funds required during shutdown and for reopening	
- Where possible review potential financials positions (both reporting & cash flow) for future projections <ul style="list-style-type: none"> <li>o Advisable a cash flow report of weekly, monthly and a 3 month projection be created.</li> <li>o Please consider all Federal &amp; Victorian stimulus options available are applicable</li> </ul>	
- Ensure accounting/bookkeeping is kept up to date <ul style="list-style-type: none"> <li>o Advise finance all stock take, payroll, WIP and venue cash counts</li> <li>o Submit all approved invoices to finance</li> </ul>	
<b>Functions/Events</b>	
Contact any function bookings and make arrangements to postpone function if possible. If not, organise a refund of monies paid	
Consider postponing any events booked and if not, offer refunds of monies paid	
<b>Rubbish removal</b>	
Organise rubbish final collection	
Cancel on going services	

<b>Cash office</b>	
Count all cash in safe and tills	
Conduct final sales report as required by the venue weekly/monthly closing procedures	
Make sure all cash is recorded and entered into your accounting software	
Organise a cash pickup, similar to your usual practice	
Ensure ATM's are counted <ul style="list-style-type: none"> <li>- Conduct final ATM report as required by the venue weekly/monthly closing procedures</li> </ul>	
Keep minimum, if any, cash on hand	
Ensure all cash remaining on premises is secure. Note that insurances may not cover any cash left on premises. <ul style="list-style-type: none"> <li>- Advisable (Not required) to remove tills from visible sight</li> <li>- Reset and/or retrieve keys access for all non-essential employees whom may have knowledge of where cash and stock storages are.</li> </ul>	
<b>Office equipment</b>	
Ensure all systems are backed up including payroll and accounting and an external backup be stored off sight	
Secure all important files and computers (and server)	
Administration work - can this be performed off site	
Organise mail collection daily/weekly	
<b>Plant and Equipment</b>	
Cooling / refrigeration / air conditioning equipment – seek advice as to whether to switch off or keep operating – refrigerant gas may need to be removed prior for orderly shutdown. Contact your refrigeration contract.	
Clean and decommission draught beer system & POS Systems to avoid any damage during shutdown due to yeast or any other factors.	
Assess and determine which items of equipment should be powered down and which items should be left operating	
Contact your POS Systems operators to be advised on any procedures for shutdown.	
Identify any potential plumbing/electrical issues that may need to be repaired immediately to avoid any hazards that could develop further without proper constant onsite monitoring.	
<b>Security/Alarm system</b>	
Close and secure all entry points to hotel, maintain outward opening fire exits for staff within club	

Consider whether glass windows need to be covered/boarded up to reduce vandalism/break-in	
Consider perimeter lighting	
Assess whether external security is required	
Ensure alarm system is operational and the appropriate people have access codes. - Consider resetting the access codes and issue to only essential employees	
Ensure CCTV is operational and if possible remotely accessible and monitored	
Consider whether security cameras should be temporarily located elsewhere (e.g to doors, office & storerooms/cages and perimeter)	
Advise insurance company that the building will not be occupied	
“call out” person or persons identified (a Director living close could be convenient) to answer alarms, open the building in an emergency etc.	
Ensure key and alarm register is up to date and contact details held with back to base security provider are correct	
Take steps to limit pests as pest populations can become active. Activate security alarms	
Consider safety and isolation of staff that remain on premises after closure	
<b>Utilities</b>	
Turn off gas	
Take meter readings if required	
Consider whether water mains should also be switched off	
<b>Cleaning items</b>	
Where possible, all flammable items should be stored off site or away from the premises	
Arrange for pest control measures if needed	
All equipment should be stored securely	