



Bar & Beverage Service Checklist: Hospitality Drink Quality & Responsible Alcohol Practices

Stock & Inventory

Verifies adequate stock levels and proper storage of all beverages and related supplies.

Beer Stock Level (Cases)

Wine Stock Level (Bottles)

Liquor Stock Level (Units)

Mixer Stock Level (Litres)

Ice Supply Status

- ☐ Adequate
- ☐ Low
- ☐ Insufficient

Date of Last Inventory Count

Enter date...

Notes on Stock Levels or Concerns

Write something...

Drink Preparation & Quality

Ensures consistent and high-quality preparation of all cocktails, beers, and wines.

Liquor Pour Consistency (oz)

Enter a number...

Ice Quality Rating (1-5)

Enter a number...

Fruit Freshness Check (Yes/No)

- ☐ Yes
- ☐ No

Syrup Dilution (Correct/Incorrect)

☐ Correct

☐ Incorrect

Batch Syrup Production Time

Notes on Taste or Appearance

Write something...

Responsible Alcohol Service

Confirms adherence to legal requirements and best practices for responsible alcohol service.

Customer's Visible Signs of Intoxication (Scale 1-5)

Enter a number...

Customer Requested Water/Food?

☐ Yes

☐ No

Time Last Drink Served

Customer ID Verified?

☐ Yes

☐ No

Observations (e.g., slurred speech, unsteady gait)

Write something...

Refusal of Service Required?

☐ Yes

☐ No

Date of Refusal (if applicable)

Enter date...

Equipment & Cleanliness

Checks the functionality and cleanliness of all bar equipment and glassware.

Ice Machine Production (lbs/hr)

Enter a number...

Glassware Condition (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Faucet/Tap Functionality

- ☐ Optimal
- ☐ Slight Leak
- ☐ Significant Leak
- ☐ Malfunctioning

Last Deep Clean Date

Enter date...

Notes on Equipment Condition

Write something...

Refrigeration Unit Temperature

- ☐ Within Range
- ☐ Too Warm
- ☐ Too Cold

Customer Service & Guest Experience

Evaluates the quality of service provided to guests, including friendliness, attentiveness, and knowledge.

Guest Wait Time (minutes)

Enter a number...

Guest Greeting Warmth

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Guest Comments/Feedback

Write something...

Server Knowledge of Menu/Beverages

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Number of Drink Refills Offered

Enter a number...

Overall Guest Satisfaction

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

Legal Compliance & Documentation

Confirms necessary permits, licenses, and documentation are current and accessible.

Liquor License Expiration Date

Server Training Certification Numbers (Total)

Copy of Current Liquor License

 Upload File

Responsible Beverage Server Training Program Used

- ☐ ServSafe
- ☐ TIPS
- ☐ RAMP
- ☐ Other

Last Responsible Beverage Service Training Review Date

Enter date...

Notes on any recent compliance issues or actions taken

Write something...

Verification of ID Checking Procedures

- ☐ Implemented
- ☐ Reviewed
- ☐ Needs Improvement