

Bar Inventory Checklist Template

 Show only Checklist

Display Style
Default 

Initial Stock Levels

Record current quantities of all items.

Inventory Date

Enter date...

Starting Temperature (Fridge)

Enter a number...

Starting Temperature (Freezer)

Enter a number...



Ice Machine Capacity (lbs)

Notes on Condition of Stock (e.g., damaged bottles, expiration dates)

Starting Ice Level (lbs)

Liquor & Spirits

Detailed listing of all spirits, liqueurs, and cordials. Includes brand, type, bottle size, and quantity.

Brand

Type (e.g., Bourbon, Vodka, Gin)

Bottle Size (ml)

Enter a number...

Quantity in Stock

Enter a number...

Case Quantity (if applicable)

Enter a number...

Condition (New/Opened)

New

Opened

Date Received/Opened

Enter date...

Notes

Write something...

Wine & Beer

Record of all wines (red, white, rosé, sparkling) and beers (draft, bottled, canned), including vintage/batch numbers where applicable.

Vintage (Year)

Wine Type

- Red
- White
- Rosé
- Sparkling

Wine Brand

Wine Variety (e.g., Cabernet Sauvignon)

Bottle Size (ml)

Quantity (Bottles)

Enter a number...

Beer Type

- Draft
- Bottled
- Canned

Beer Brand

Write something...

Mixers & Juices

List all mixers (soda, tonic, ginger ale, juices, etc.) and their quantities.

Soda (Cola)

Enter a number...

Tonic Water

Enter a number...

Ginger Ale

Cranberry Juice

Orange Juice

Pineapple Juice

Lime Juice

Garnishes & Produce

Inventory of all garnishes (lemons, limes, olives, cherries, etc.) and fresh produce used in cocktails.

Lemons - Quantity

Limes - Quantity

Enter a number...

Oranges - Quantity

Enter a number...

Cherries (Maraschino) - Quantity

Enter a number...

Olives (Green) - Quantity

Enter a number...

Mint Sprigs - Quantity

Enter a number...

Cucumber Slices - Quantity

Enter a number...

Condition of Produce (General)

- Excellent
- Good
- Fair
- Poor

Consumables

Checklist for essential consumables (ice, straws, napkins, stirrers, etc.).

Ice (lbs)

Straws (Count)

Napkins (Packs)

Stirrers (Count)

Napkin Colors (Select all)

- White
- Black
- Red
- Blue

Lemon Wedges (Count)

Orange Slices (Count)

Equipment & Tools

Verify the presence and proper working condition of all bar equipment (shakers, jiggers, glassware, bottle openers, etc.).

Shaker Condition (1-5, 1=Poor, 5=Excellent)

Jigger Set - Complete?

Bottle Opener Functionality

- Working
- Damaged
- Missing

Ice Machine - Operational

- Yes
- No
- N/A

Glassware Condition

- Excellent
- Minor Chips
- Significant Damage
- Missing

Last Calibration (Ice Machine)

Enter date...

Par Levels & Reorder Points

Record ideal stock levels and trigger points for reordering each item.

Ideal Stock Level - Liquor (Brand X)

Enter a number...

Reorder Point - Liquor (Brand X)

Enter a number...

Ideal Stock Level - Wine (Vintage Y)

Enter a number...

Reorder Point - Wine (Vintage Y)

Enter a number...

Ideal Stock Level - Mixer (Cola)

Enter a number...

Reorder Point - Mixer (Cola)

Enter a number...

Unit of Measure

- Bottles
- Cans
- Cases
- Kegs

Date & Signature

Date of inventory and signature of person conducting the check.

Inventory Date

Conducted By (Name)

Signature

Position/Role