

# Closing Analog

1. Wash your hands - keep a good hygiene
  2. Check-in on the iPad
  3. Serve coffee for the crowd!
  4. Make a “last call” announcement 5 minutes before closing
  5. Clean espresso and coffee machines - read more on how to clean the machines in the [machines chapter](#)
  6. Rinse the thermos with cold water
  7. Fill the dishwasher - Remember the ice shovel and the bucket for the shovel!
  8. Clean the counter and all kitchen surfaces
  9. Sweep the floor
  10. Print the transactions report from the terminal
  11. Fill out a Shift Report on the iPad
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