

BAR EFFICIENCY AUDIT TEMPLATE



[FRONT]

Completed by: _____

Venue GM: _____

Date: _____

Use this form to conduct an audit of your bar. Work with your bar team to identify areas that will further streamline service to guests during busy trading periods

1 PHYSICAL EQUIPMENT

Review all bar tools and make a note of items that are missing, broken or in need of replacement.

Category	Examples	Add required items here:
Glassware	Rocks/ highballs/ wine/ beer/ cocktail/ specialty	
Bar Tools	Shakers/ strainers/ mixing glasses/ scoops/ juice containers/ pour spouts/ jiggers/ garnish trays etc	
Fixed Equipment	Post-mix/ Fridges/ Glasswasher/ Cupboards/ POS/ Ice Machine/ Draft Beer/ Lighting etc	

2 STOCK AND STOWAGE

Review your current system and identify areas that need a refocus or that may need to have new systems created.

Category	Key Questions	Add your notes & recommendations here:
Bar par levels	Are the bars carrying an adequate amount of stock to cover busy shifts?	
Transfers & requisitions	Is there a practical and effective system to track stock transfers around the venue?	
Stockroom organization	Are the stockrooms neat and well-lit? Are they organized so it is easy to find the required stock?	
Back bar organization	Are the back bar shelves in each bar location neatly arranged and labeled to ensure consistency?	
Working stock	Is there an opportunity to increase the speedrail to keep more bottles on hand?	

3 BAR ERGONOMICS

Review your bar layout and ergonomics to identify where opportunities exist to bring commonly used items to within 2 steps of the service station to improve service speed when busy.

Category	Key Questions	Add your notes & recommendations here:
Glassware	Are your spirit and highball glasses within easy reach? Are wine and cocktail glasses close at hand?	
Liquor/ Beer/ Wine	Are your most popular sellers positioned within a 6-foot radius?	
Cocktail ingredients	Are all commonly required ingredients close at hand?	
Bar equipment	Are all stations equipped to prepare all cocktails?	
Other	What other ergonomic changes would improve service speed?	

4 ACTION PLANNING

After completing the above, now prioritize your notes in order of the positive impact on bar efficiency (1 = largest positive impact)

Priority	Action/ Task Identified	Is a budget required (Y/N)?
1		
2		
3		
4		
5		
6		

Once completed, review this list with your leadership team and agree a plan of action to make the required changes. Repeat this process on a quarterly basis to ensure optimum efficiency is maintained.