

Physical Inventory Checklist

2–3 Days Before Inventory

- ☐ Schedule inventory date/time during closed or low-traffic hours
 - ☐ Assign staff roles (counters, recorders, team leader, GM reviewer)
 - ☐ Print or prepare digital count sheets by storage area and category
 - ☐ Verify inventory list is up-to-date (remove inactive items, check units of measure)
 - ☐ Communicate the plan to all staff involved
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1 Day Before Inventory

- ☐ Organize all storage areas (dry, cooler, freezer, bar, supplies)
 - ☐ Group like items together and face labels forward
 - ☐ Discard expired, spoiled, or damaged items
 - ☐ Restock shelves neatly so counts are efficient
 - ☐ Set up a **designated “Exception Area”** (table, cart, or shelf) for any items not on the list
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Day of Inventory – Before Counting

- ☐ Ensure all deliveries are checked in and stored
 - ☐ Halt transfers, usage, and receiving during the count
 - ☐ Gather supplies (pens, clipboards, tablets, calculators, scale for partial items)
 - ☐ Review counting procedure with staff (one counts, one records, work top-to-bottom/left-to-right)
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Day of Inventory – During Counting

- ☐ Count items systematically by assigned area
- ☐ Record quantities in standard units (cases, lbs., bottles, etc.)
- ☐ Convert open or partial packages into decimal units (e.g., 0.25 bottle, 0.5 case)
- ☐ Place any **items missing from the inventory list** in the **Exception Area** with labels (name,

quantity, unit)

- ☐ Mark completed shelves/sections with tape or chalk to avoid duplication
 - ☐ Recount unusual or unexpected quantities immediately
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Immediately After Counting

- ☐ Collect all sheets or digital entries
 - ☐ Review for missing data, unclear entries, or inconsistencies
 - ☐ Recount high-value or questionable items if needed
 - ☐ Add all Exception Area items to the official inventory list/system
 - ☐ Input final counts into POS or inventory software
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Post-Inventory (Within 24 Hours)

- ☐ Run variance report (physical vs. system balance)
 - ☐ Investigate large discrepancies (theft, spoilage, receiving errors)
 - ☐ GM reviews and signs off on final counts and variance report
 - ☐ File completed inventory sheets, exception notes, and reports in binder or digital archive
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☒ **Inventory Complete**