

THE GRAVITY RESTAURANT LEADERSHIP SYSTEM

Bar, Beverage & Pour Cost Control

Forms Companion Pack

The complete controlled-forms appendix for recipe, pour, yield, inventory, training, sales, and manager control.

49 ORIGINAL RESOURCE PAGES

Extracted from Restaurant Bar, Beverage & Pour Cost Control

THOMAS BUTLER

THOMAS MONROE BOOKS

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How to Use This Companion Pack

This pack separates the reusable forms, worksheets, checklists, exercises, and control tools from the current source book so managers can print the operating pages without reprinting the full book. Read the source book for instruction, examples, context, and current use guidance.

Included resource groups

- Recipe, pour, variance, and profitability controls
- Inventory, yield, waste, and seasonal tools
- Training, certification, and sales reviews
- Daily, weekly, monthly, implementation, and audit tools

Control note

Use only the tools that solve a real operating need. Assign an owner, train the standard, preserve required records, and return to [ThomasMonroeBooks.com](https://thomasmonroebooks.com) for current approved releases. This pack does not replace legal, safety, employment, accounting, or regulatory guidance.

REFERENCE & CONTROLLED FORMS

Glossary of Beverage Control Terms

Actual Beverage Cost %: Actual Product Usage at Cost divided by beverage sales, multiplied by 100.

Actual Product Usage at Cost: Beginning inventory value + beverage product purchases + transfers in at cost – transfers out at cost – ending inventory value. Documented accounting adjustments are identified separately according to the restaurant's accounting structure.

Actual Usage (consistent physical units): Physical product used during a period, calculated in consistent physical units. Do not mix physical quantities with dollar values.

Approved House Recipe: The restaurant's approved, costed, versioned, programmed, trained, and verified recipe standard.

Backup Inventory: Additional approved inventory held to protect service from replenishment risk.

Bar Capability: The set of approved beverages the restaurant can reliably produce with its current ingredients, tools, standards, and trained team.

Bar Supplies: Non-beverage operating supplies needed to execute beverage service. These remain financially separate from beverage product purchases.

Batch Cocktail: A beverage recipe produced in a controlled larger quantity using an approved batch formula, version, and yield.

Beverage Attachment Rate: Relevant guest checks with the target beverage divided by relevant guest checks, multiplied by 100.

Beverage Cost %: Beverage product cost divided by beverage sales, multiplied by 100.

Beverage Master Standard Register: The central controlled record of approved beverage standards, costs, prices, training/POS verification, inventory classification, and current status.

Bottle Equivalent: A standard full-bottle quantity used to express partial or open-bottle inventory.

Bottle-to-Drink Index: A controlled map showing every approved sellable drink a bottle or ingredient supports.

Breakage: Documented product or container loss caused by breakage and recorded under the restaurant's approved loss-control process.

Comp: A manager-approved complimentary beverage or adjustment recorded in the POS and supporting records according to restaurant policy.

Contribution Dollars: Selling price minus recipe cost.

Cost Change Register: A controlled record of previous cost, new cost, effective date, percentage change, affected products, and management action.

Cost per Ounce: Bottle cost divided by bottle ounces.

Dead Inventory: Product that is not supporting sufficient approved demand, menu reach, or operating purpose to justify continued holding.

Deplete (D): Use existing inventory but do not reorder without new approval.

Documented Adjustment: An approved recorded change explaining product that legitimately moved outside normal sales usage.

Drink-to-Ingredient Index: A controlled map showing the ingredients, modifiers, garnishes, and specialty items required by each approved drink.

Essential (E): Core inventory required by the approved beverage program.

Event Adjustment: A documented temporary change to inventory, target, or order quantity for a defined event, holiday, reservation, promotion, or other approved exception.

Expanded (X): Specialty or expanded-capability inventory justified by demand and contribution.

Extended Cost: Quantity multiplied by unit cost.

Final Order: Suggested order after documented, approved management adjustments.

Full-Service (F): Inventory that supports a broader full-service beverage program.

Gravity Bar Capability Matrix: The controlled tool used to verify what the bar can reliably produce based on inventory, equipment, training, POS readiness, and operating standards.

Gravity Baseline Recipe: A practical starting recipe standard that may be replaced by a restaurant's approved house version.

Gravity Fulfillment: Continuing-use replacement or refill materials that help an installed Gravity process keep operating without requiring the customer to repurchase the master product.

Gravity Smart Order: The controlled ordering method that begins with Target Need and Usable Inventory On Hand, then documents any approved management adjustment before the Final Order is placed.

Inventory Classification: The approved assignment of beverage product to Essential, Full-Service, or Expanded inventory, plus any applicable Seasonal, Test, Deplete, or Review status.

Inventory Value: Quantity on hand multiplied by unit cost.

Manager Adjustment: A documented management change to the mathematically Suggested Order based on an approved operating reason.

Manager on Duty (MOD): The designated leader with authority for the operating shift or daypart according to the restaurant's management structure.

Menu Reach: The number of approved sellable drinks an ingredient supports.

One-Bottle Expansion Test: A controlled test used before adding a bottle to determine whether menu reach, expected demand, contribution, and complexity justify the inventory.

One-More-Ingredient Test: A controlled test used before adding an ingredient to determine whether the added menu capability justifies shelf-life, waste, prep, training, and inventory complexity.

Open-Bottle Equivalent: The estimated fraction of a full bottle remaining in an open bottle.

Operating Supply Purchase: A purchase of non-beverage supplies used to support bar service. It is tracked separately and is not included in beverage product cost.

Par: The approved normal inventory level.

Permanent Inventory: Inventory approved for normal ongoing operation rather than a temporary Seasonal or Test period.

Physical Ending Inventory: The actual physical quantity counted at the end of the measurement period.

POS (Point of Sale): The system used to record beverage sales, prices, modifiers, premiums, comps, discounts, and related transaction data.

POS Verification: Confirmation that the POS item, price, modifier, recipe-related programming, and approved operating standard agree.

Pour Cost: The product cost associated with the approved quantity poured into a beverage.

Pour Standard: The approved quantity and measurement method for a controlled beverage pour.

Purchase Unit: The defined vendor unit in which a product is ordered, delivered, invoiced, and converted to the restaurant's inventory unit when necessary.

Recipe Cost: The sum of all measured ingredient costs in an approved recipe.

Recipe Version: The controlled version identifier assigned to an approved recipe.

Receiving Verification: The controlled comparison of the approved order, delivered product/quantity/condition, substitutions, and invoice cost before receiving is accepted.

Reorder Status: The current management decision governing whether a product should be reordered, held, tested, depleted, or reviewed.

Review (R): Management review required before the next purchase or permanent-status decision.

Seasonal (S): Temporary inventory approved for a defined seasonal period.

SKU (Stock-Keeping Unit): A distinct product or purchasing item treated as its own inventory unit.

Suggested Order: Target Need minus Usable Inventory On Hand, converted to practical purchase units as appropriate.

Target Need: The applicable approved inventory target used for the current order: normally Par, or a Temporary Target when an approved exception is active.

Temporary Target: A time-limited inventory level approved for an event or exception. It does not permanently change Par.

Test (T): Inventory held for a controlled trial.

Theoretical Beverage Cost: The product cost that should have been used based on approved recipe costs and recorded sales.

Theoretical Beverage Cost %: Theoretical Beverage Cost divided by beverage sales, multiplied by 100.

Theoretical Usage (same physical units): Approved recipe quantity multiplied by recorded units sold, aggregated across every applicable beverage using the product.

Transfer In: Product moved into the controlled inventory area from another authorized location.

Transfer Out: Product moved out of the controlled inventory area to another authorized location.

Unit Cost: The cost of one defined purchase or inventory unit.

Unexplained Variance: The remaining difference after known, documented causes have been evaluated.

Usage Variance (Actual – Theoretical): Actual Usage minus Theoretical Usage in the same physical unit. A positive variance means Actual Usage exceeded Theoretical Usage.

Usable Inventory On Hand: Physical On Hand minus unusable or committed product.

Vendor Credit: Money or account value owed by a vendor because of an approved shortage, return, pricing correction, damage, or other discrepancy.

Vendor Reliability: The vendor's demonstrated ability to deliver correct product, quantity, timing, pricing, credits, and support consistently.

Waste: Product loss that is identified and documented under the restaurant's approved waste rules.

Zero-Proof Beverage: An approved nonalcoholic beverage treated as a controlled recipe rather than an afterthought.

Gravity Beverage Formula Quick Reference

Calculation rule: a formula does not replace judgment. If a result appears wrong, verify the count, units, purchase records, transfers, recipe, POS, documented waste/adjustments, and approved standard before acting.

Do not mix dollar values with physical quantities. Documented accounting adjustments remain separate according to the restaurant's accounting structure.

Truth first. Calculation second. Decision third. Action fourth. Verification always.

Measure	Formula / Control Rule
Cost per Ounce	Bottle Cost ÷ Bottle Ounces
Ingredient Cost	Cost per Ounce × Ounces Used
Recipe Cost	Sum of the cost of every measured ingredient
Recipe Beverage Cost %	Recipe Cost ÷ Selling Price × 100
Beverage Cost %	Beverage Product Cost ÷ Beverage Sales × 100
Actual Beverage Cost %	Actual Product Usage at Cost ÷ Beverage Sales × 100
Contribution Dollars	Selling Price – Recipe Cost
Selling Price at Target Cost	Recipe Cost ÷ Target Cost Decimal
Physical Actual Usage	Beginning Quantity + Purchases/Receipts + Transfers In – Transfers Out – Ending Quantity
Actual Product Usage at Cost	Beginning Inventory Value + Beverage Product Purchases + Transfers In at Cost – Transfers Out at Cost – Ending Inventory Value
Theoretical Usage	Approved Recipe Quantity × Recorded Units Sold, aggregated across all applicable beverages
Usage Variance	Actual Usage – Theoretical Usage
Usable Inventory On Hand	Physical On Hand – Unusable/Committed Product
Suggested Order	Target Need – Usable Inventory On Hand
Final Order	Suggested Order +/- Approved Management Adjustment
Inventory Accuracy / Expected Ending	Previous Count + Purchases + Transfers In – Transfers Out – Documented Usage/Adjustments
Inventory Value	Quantity On Hand × Unit Cost
Open-Bottle Value	Open-Bottle Equivalent × Full-Bottle Unit Cost
Extended Cost	Purchase Quantity × Unit Cost
Dollar Cost Change	New Cost – Previous Cost
Cost Change %	Dollar Cost Change ÷ Previous Cost × 100
Beverage Attachment Rate	Relevant Guest Checks With Target Beverage ÷ Relevant Guest Checks × 100
Theoretical Beverage Cost	Sum of (Approved Recipe Cost × Recorded Units Sold) across applicable beverages
Theoretical Beverage Cost %	Theoretical Beverage Cost ÷ Beverage Sales × 100
Wine Theoretical Pours	Bottle Ounces ÷ Standard Pour Ounces
Draft Theoretical Servings	Keg Ounces ÷ Standard Serving Ounces

Bottle Reference

50 mL = 1.69 oz | 200 mL = 6.76 oz | 375 mL = 12.68 oz | 750 mL = 25.36 oz | 1 L = 33.81 oz | 1.75 L = 59.17 oz

750 mL Theoretical Pours

1 oz = 25.36 | 1.25 oz = 20.29 | 1.5 oz = 16.91 | 1.75 oz = 14.49 | 2 oz = 12.68

Draft Reference

Half barrel = 15.5 gal ≈ 1,984 oz | Quarter barrel = 7.75 gal ≈ 992 oz | Sixth barrel = 5.16 gal ≈ 661 oz

Do not promise theoretical maximum as sellable yield. Use: Theoretical Maximum → Documented Operational Loss → Recorded Sales → Unexplained Variance.

Responsibility & Verification Standard

Every recurring beverage-control task should answer: Who does it? Who verifies it? When is it due? What happens when something is wrong?

Gravity assigns responsibility by role/function rather than assuming every restaurant has the same job titles. Where complete separation of duties is impractical, use compensating verification rather than abandoning control.

The system owns the process. A person owns the task. Management owns the exception. Leadership owns the unresolved risk.

STANDARD → OBSERVATION → MEASUREMENT → EXCEPTION → INVESTIGATION → ACTION → OWNERSHIP → VERIFICATION

Software may flag, compare, remember, and analyze. Human managers investigate, judge, decide, act, and verify.

Controlled Form ID Register — Beverage & Pour Cost Control

The controlled operating forms use permanent Gravity Form IDs. The Form ID belongs to the process, not to the page on which the form appears. Revisions change independently from the book version. Chapter worksheets remain useful instructional tools; when a controlled Gravity form is supplied for the same process, the controlled form is the authoritative operating record and should be used at its current approved revision.

Form ID	Revision	Controlled Form Title
GRV-BEV-RCP-03	Rev 1.0	BEVERAGE MASTER STANDARD REGISTER
GRV-BEV-RCP-01	Rev 1.0	GRAVITY STANDARD DRINK CARD
GRV-BEV-CST-01	Rev 1.0	RECIPE COST CARD
GRV-BEV-TRN-03	Rev 1.0	POUR ACCURACY TEST
GRV-BEV-TRN-04	Rev 1.0	POUR CERTIFICATION
GRV-BEV-MGT-03	Rev 1.0	VARIANCE ACTION LOG
GRV-BEV-MGT-02	Rev 1.0	WEEKLY BEVERAGE SCORECARD
GRV-BEV-MGT-05	Rev 1.0	OWNER BEVERAGE DASHBOARD
GRV-BEV-MGT-06	Rev 1.0	BEVERAGE ACTION REGISTER
GRV-BEV-IMP-02	Rev 1.0	30-DAY IMPLEMENTATION SCORECARD
GRV-BEV-IMP-03	Rev 1.0	60-DAY VERIFICATION
GRV-BEV-IMP-04	Rev 1.0	FINAL BEVERAGE CONTROL AUDIT
GRV-BEV-CST-06	Rev 1.0	POUR-LOSS REALITY CHECK
GRV-BEV-INV-11	Rev 1.0	STANDARD ON-HAND INVENTORY WORKSHEET
GRV-BEV-INV-12	Rev 1.0	CURRENT BAR INVENTORY REALITY CHECK
GRV-BEV-MNU-01	Rev 1.0	BOTTLE-TO-DRINK INDEX
GRV-BEV-MNU-02	Rev 1.0	DRINK-TO-INGREDIENT INDEX
GRV-BEV-MNU-03	Rev 1.0	GRAVITY BAR CAPABILITY MATRIX
GRV-BEV-MNU-04	Rev 1.0	ONE-BOTTLE EXPANSION TEST
GRV-BEV-MNU-05	Rev 1.0	ONE-MORE-INGREDIENT TEST
GRV-BEV-MNU-11	Rev 1.0	10 UNDERUSED DRINKS PROFITABILITY TEST
GRV-BEV-MNU-07	Rev 1.0	SEASONAL BEVERAGE PLANNER
GRV-BEV-MNU-08	Rev 1.0	SEASONAL INVENTORY EXPOSURE
GRV-BEV-MNU-09	Rev 1.0	SEASONAL EXIT PLAN
GRV-BEV-MNU-10	Rev 1.0	SEASONAL PERFORMANCE REVIEW
GRV-BEV-CST-05	Rev 1.0	BATCH COCKTAIL COST / YIELD SHEET
GRV-BEV-CST-03	Rev 1.0	WINE POUR / YIELD WORKSHEET
GRV-BEV-CST-04	Rev 1.0	DRAFT YIELD WORKSHEET
GRV-BEV-VAR-01	Rev 1.0	WASTE / SPILL / COMP RECORD
GRV-BEV-TRN-01	Rev 1.0	BARTENDER ONBOARDING RECORD
GRV-BEV-TRN-02	Rev 1.0	RECIPE MASTERY VERIFICATION
GRV-BEV-TRN-05	Rev 1.0	SERVER BEVERAGE KNOWLEDGE VERIFICATION
GRV-BEV-TRN-06	Rev 1.0	BEVERAGE TRAINING RECORD
GRV-BEV-TRN-07	Rev 1.0	PRE-SHIFT BEVERAGE TRAINING CARD
GRV-BEV-TRN-08	Rev 1.0	BEVERAGE CERTIFICATION B1-B5
GRV-BEV-MNU-12	Rev 1.0	BEVERAGE SALES OPPORTUNITY REVIEW
GRV-BEV-MNU-13	Rev 1.0	INVENTORY-NEUTRAL SALES CHALLENGE
GRV-BEV-MGT-01	Rev 1.0	DAILY BAR CONTROL REPORT
GRV-BEV-RCP-02	Rev 1.0	RECIPE CHANGE AUTHORIZATION
GRV-BEV-MNU-06	Rev 1.0	NEW-SKU APPROVAL
GRV-BEV-VND-02	Rev 1.0	VENDOR REVIEW CARD
GRV-BEV-MGT-04	Rev 1.0	MONTHLY BEVERAGE PROFITABILITY REVIEW
GRV-BEV-IMP-01	Rev 1.0	BASELINE BAR AUDIT
GRV-BEV-INV-10	Rev 1.0	FIRST INVENTORY SUMMARY

CONTROLLED OPERATING FORMS

The forms in this section are the 44 controlled forms approved for Restaurant Bar, Beverage & Pour Cost Control. Each form retains its permanent Gravity Form ID and independent revision. Detailed recurring inventory, ordering, receiving, par, vendor, and refill records that belong to the companion Inventory & Ordering Book are not duplicated here.

BEVERAGE MASTER STANDARD REGISTER

GRV-BEV-RCP-03 | Rev 1.0 | Gravity Beverage Control

Restaurant			Record Date		
Primary Owner			Verifier		
Purpose: Maintain one authoritative register of approved beverage standards.					
Use / Frequency: Set up initially; review whenever recipes, prices, costs, POS programming, training, or status changes.					
Drink / Product	Recipe Ver.	Recipe Cost	Sell Price	Recipe Beverage Cost %	Contribution

Inventory Tier	Menu Reach	POS Verified	Training Current	Last Cost Review	Status
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Approved statuses: Approved • Review • Reprice • Recipe Update • Training Required • Seasonal • Test • Retire

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____
Verifier: _____ Date: _____ Follow-Up Due: _____

GRAVITY STANDARD DRINK CARD

GRV-BEV-RCP-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date		
Primary Owner	Verifier		
Purpose: Create the approved house recipe that employees, POS programming, costing, and training use as the operating standard.			
Use / Frequency: As needed			
Drink Name: _____			
Recipe Version: _____			
Menu / POS Name: _____			
Glassware: _____			
Ice Standard: _____			
Garnish: _____			
Method: _____			
Ingredient	Brand / Category Standard	Measure	Build Sequence / Note

Guest-Facing Description: _____

Approved Substitutions: _____

Quality / Presentation Standard: _____

Responsible-Service / Escalation Note: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

RECIPE COST CARD

GRV-BEV-CST-01 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date				
Primary Owner	Verifier				
Purpose: Calculate recipe cost, beverage cost percentage, and contribution dollars from current measured ingredient costs.					
Use / Frequency: As needed					
Drink Name: _____					
Recipe Version: _____					
Selling Price: _____					
Cost Review Date: _____					
Ingredient	Bottle / Pack Cost	Bottle / Pack Size	Cost per Oz / Unit	Qty Used	Ingredient Cost

Total Recipe Cost: _____

Recipe Beverage Cost %: _____

Contribution Dollars: _____

Pricing / Recipe Decision: _____

Recipe Beverage Cost % = $\text{Recipe Cost} \div \text{Selling Price} \times 100$

Contribution Dollars = $\text{Selling Price} - \text{Recipe Cost}$

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

POUR ACCURACY TEST

GRV-BEV-TRN-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date
------------	-------------

Primary Owner

Verifier

Purpose: Verify that a trained employee can consistently produce the approved measured pour using the restaurant's authorized method.

Use / Frequency: At onboarding/certification, after retraining, and when control evidence indicates a need.

Employee: _____

Position / Function: _____

Approved Pour Standard: _____

Approved Measurement Method: _____

Trial	Target Measure	Actual Measure	Difference	Pass / Retrain
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Observed Technique: _____

Coaching Given: _____

Retest Required: _____

Retest Date: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

POUR CERTIFICATION

GRV-BEV-TRN-04 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date	
Primary Owner	Verifier	
Purpose: Document competency only after the employee demonstrates the approved pour standard consistently under realistic operating conditions.		
Use / Frequency: As needed		
Employee: _____		
Position / Function: _____		
Trainer: _____		
Certification Date: _____		
Approved Pour Standard: _____		
Competency	Evidence / Observation	Result

Certification Result: ☐ Not Ready ☐ Retrain ☐ Approved

Restrictions / Conditions: _____

Retraining Required: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

VARIANCE ACTION LOG

GRV-BEV-MGT-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date		
Primary Owner	Verifier		
Purpose: Investigate material beverage variance with evidence before assigning a cause or accusation.			
Use / Frequency: Whenever material or repeated variance requires investigation.			
Product / Category: _____			
Review Period: _____			
Actual Usage: _____			
Theoretical Usage: _____			
Usage Variance: _____			
Investigation Step	Evidence Reviewed	Finding / Exception	Owner / Follow-Up

Investigation sequence: count → purchases → transfers → recipes → POS → documented waste/comps/adjustments → production/pouring → remaining unexplained loss.

Most Supported Cause: _____

Corrective Action: _____

Verification Method: _____

Verification Date: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

WEEKLY BEVERAGE SCORECARD

GRV-BEV-MGT-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date
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Primary Owner

Verifier

Purpose: Give management a short weekly view of beverage performance, exceptions, ownership, and required action.

Use / Frequency: Weekly.

Measure	Current	Target / Expected	Green / Yellow / Red	Comment / Evidence
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Top Positive Result: _____

Largest Exception: _____

Decision Required: _____

Action Owner: _____

Due Date: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

OWNER BEVERAGE DASHBOARD

GRV-BEV-MGT-05 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date
------------	-------------

Primary Owner

Verifier

Purpose: Provide ownership or senior leadership a concise evidence-based view without requiring them to run the bar personally.

Use / Frequency: Monthly or according to ownership review cadence.

Owner-Level Measure	Current	Prior	Target	Status	Management Explanation
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Largest Financial Opportunity: _____

Largest Operating Risk: _____

Unresolved Exception: _____

Management Action Underway: _____

Owner Decision Needed: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

BEVERAGE ACTION REGISTER

GRV-BEV-MGT-06 | Rev 1.0 | Gravity Beverage Control

Restaurant				Record Date			
Primary Owner				Verifier			
Purpose: Keep corrective actions from disappearing between meetings, shifts, or managers.							
Use / Frequency: Update whenever an action is opened, reassigned, verified, or closed.							
Date Opened	Issue / Truth	Cost / Risk	Action	Owner	Due	Status	Verification

An item closes only when the correction is verified—not merely when someone says it was handled.

30-DAY IMPLEMENTATION SCORECARD

GRV-BEV-IMP-02 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date
------------	-------------

Primary Owner

Verifier

Purpose: Install beverage control in deliberate stages rather than activating paperwork without standards.

Use / Frequency: During the first 30 days of implementation.

Stage	Required Outcome	Evidence	Owner	Status
Days 1–5	Find Truth			
Days 6–10	Define Standard			
Days 11–15	Connect Money			
Days 16–20	Train People			
Days 21–25	Operate System			
Days 26–30	Verify / Correct			

Largest Installation Gap: _____

Management Decision: _____

Next Verification Date: _____

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
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Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

60-DAY VERIFICATION

GRV-BEV-IMP-03 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date
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Primary Owner

Verifier

Purpose: Confirm that the installed beverage controls survived normal restaurant pressure and are still producing usable evidence.

Use / Frequency: Approximately 60 days after installation, then as needed for major resets.

Control Area	Standard Still Active?	Evidence	Exception	Owner / Correction
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What Improved: _____

What Drifted: _____

What Should Be Simplified: _____

What Requires Retraining: _____

What Requires Leadership Decision:

Score the system, not the people. Correct the process first; address individual accountability when the evidence supports it.

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
-------------------	-------------------

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

FINAL BEVERAGE CONTROL AUDIT

GRV-BEV-IMP-04 | Rev 1.0 | Gravity Beverage Control

Restaurant	Record Date			
Primary Owner	Verifier			
Purpose: Verify that the beverage-control structure is usable, owned, measured, and connected before calling implementation complete.				
Use / Frequency: At implementation closeout and after material redesign.				
Audit Gate	Pass / Conditional / Fail	Evidence	Correction Owner	Due

Unresolved Material Risk: _____

Final Management Decision: _____

Next Scheduled Review: _____

FINAL CONTROL PRINCIPLE

The system owns the process. A person owns the task. Management owns the exception. Leadership owns the unresolved risk.

MANAGEMENT VERIFICATION

Verification Item	Status / Evidence
-------------------	-------------------

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

POUR-LOSS REALITY CHECK

GRV-BEV-CST-06 | Rev 1.0 | Gravity Beverage Control

Purpose: Show the financial effect of inconsistent or unauthorized pour size before corrective action is chosen.

Use / Frequency: Initial setup, training, and whenever pour standards drift.

Use actual bottle cost and approved standard pour. This is a control exercise, not an accusation tool.

Restaurant				Record Date			
Primary Owner		Assigned role / manager verifies		Use / Frequency		Initial setup, training, and whenever pour standards drift.	
Product	Bottle Size	Bottle Cost	Std Pour	Observed Pour	Cost / Std Pour	Cost / Observed Pour	Difference

Estimated drinks affected per week:

Estimated weekly dollar exposure:

Standard / training correction:

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

STANDARD ON-HAND INVENTORY WORKSHEET

GRV-BEV-INV-11 | Rev 1.0 | Gravity Beverage Control

Purpose: Define the intended beverage inventory architecture before managers begin judging shortages or excess.
Use / Frequency: Initial setup and material menu/inventory redesign.

Restaurant		Record Date			
Primary Owner	Assigned role / manager verifies	Use / Frequency	Initial setup and material menu/inventory redesign.		
Category / Product Type	E / F / X	Permanent / Seasonal / Test	Approved Par / Target	Menu Reach	Reason It Belongs

Products to add: _____

Products to remove / deplete: _____

Manager standard approved by: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

CURRENT BAR INVENTORY REALITY CHECK

GRV-BEV-INV-12 | Rev 1.0 | Gravity Beverage Control

Purpose: Compare what the restaurant currently owns with what its approved beverage program actually needs.
Use / Frequency: Baseline audit, major reset, and periodic dead-inventory review.

Restaurant			Record Date			
Primary Owner	Assigned role / manager verifies		Use / Frequency		Baseline audit, major reset, and periodic dead-inventory review.	
Product	Qty / Eq.	Approx Value	Menu Reach	Last Meaningful Use	Keep / Test / Seasonal / Deplete / Review	Action

Largest unnecessary inventory exposure: _____
Highest-risk stockout / missing capability: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____
Verifier: _____ Date: _____ Follow-Up Due: _____

BOTTLE-TO-DRINK INDEX

GRV-BEV-MNU-01 | Rev 1.0 | Gravity Beverage Control

Purpose: Show every approved drink a stocked bottle can support so inventory decisions are based on menu reach rather than habit.

Use / Frequency: Setup and whenever recipes or stocked bottles change.

Restaurant			Record Date			
Primary Owner	Assigned role / manager verifies		Use / Frequency	Setup and whenever recipes or stocked bottles change.		
Bottle / Ingredient	Drink 1	Drink 2	Drink 3	Drink 4	Drink 5+	Menu Reach Status

Low-reach bottle requiring review:

Action: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

DRINK-TO-INGREDIENT INDEX

GRV-BEV-MNU-02 | Rev 1.0 | Gravity Beverage Control

Purpose: Show the controlled ingredients required by each approved drink and expose unnecessary specialty inventory.
Use / Frequency: Setup and whenever recipes change.

Restaurant				Record Date			
Primary Owner		Assigned role / manager verifies		Use / Frequency		Setup and whenever recipes change.	
Drink	Base Spirit	Modifier 1	Modifier 2	Fresh / NA	Garnish	Specialty Item?	Recipe Version

Ingredient creating the greatest complexity:

Simplification decision: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

GRAVITY BAR CAPABILITY MATRIX

GRV-BEV-MNU-03 | Rev 1.0 | Gravity Beverage Control

Purpose: Define what the current bar can reliably produce with approved inventory, equipment, training, and service standards.

Use / Frequency: Initial setup and quarterly or after material program change.

Restaurant			Record Date			
Primary Owner	Assigned role / manager verifies		Use / Frequency	Initial setup and quarterly or after material program change.		
Capability	Available?	Inventory Ready?	Equipment Ready?	Training Ready?	POS Ready?	Decision / Gap

Most valuable missing capability:

Do not add until this gap is resolved:

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

ONE-BOTTLE EXPANSION TEST

GRV-BEV-MNU-04 | Rev 1.0 | Gravity Beverage Control

Purpose: Determine whether adding one bottle creates enough useful menu reach and contribution to justify permanent inventory.

Use / Frequency: Before approving a new specialty bottle.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	Before approving a new specialty bottle.

Bottle / Product: _____

Proposed purchase unit and cost: _____

Approved / Proposed Drink	Expected Demand	Selling Price	Recipe Contribution	Uses Existing Inventory?	Incremental Complexity
---------------------------	-----------------	---------------	---------------------	--------------------------	------------------------

Estimated Menu Reach: _____

Decision: ☐ Approve ☐ Test ☐ Seasonal ☐ Reject ☐ Deplete after test

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

ONE-MORE-INGREDIENT TEST

GRV-BEV-MNU-05 | Rev 1.0 | Gravity Beverage Control

Purpose: Test whether one additional ingredient meaningfully expands the existing beverage program without creating inventory bloat.

Use / Frequency: Before adding a new modifier, syrup, juice, garnish, or specialty ingredient.

Restaurant	Record Date
Primary Owner	Assigned role / manager verifies Use / Frequency
Before adding a new modifier, syrup, juice, garnish, or specialty ingredient.	

Ingredient: _____

Purchase unit / shelf-life concern: _____

Drink Enabled	Uses Existing Bottles?	Expected Demand	Contribution Value	Waste / Shelf-Life Risk	Training / Prep Impact
---------------	------------------------	-----------------	--------------------	-------------------------	------------------------

Menu Reach gained: _____

Decision and reason: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

10 UNDERUSED DRINKS PROFITABILITY TEST

GRV-BEV-MNU-11 | Rev 1.0 | Gravity Beverage Control

Purpose: Test whether an underused classic or lesser-used drink belongs on the restaurant's permanent, test, or seasonal menu.

Use / Frequency: During menu development and before permanent placement.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	During menu development and before permanent placement.

Drink: _____

Recipe Version: _____

Ingredient	Qty	Unit Cost Basis	Ingredient Cost	Already Stocked?	Specialty Exposure
------------	-----	-----------------	-----------------	------------------	--------------------

Recipe Cost: _____

Selling Price: _____

Recipe Beverage Cost %: _____

Contribution Dollars: _____

Menu Reach / overlap: _____

Decision: ☐ Permanent ☐ Test ☐ Seasonal ☐ Reject

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

SEASONAL BEVERAGE PLANNER

GRV-BEV-MNU-07 | Rev 1.0 | Gravity Beverage Control

Purpose: Plan a seasonal beverage around a defined selling period, inventory exposure, service language, cost, and exit date.

Use / Frequency: Before each seasonal or holiday beverage launch.

Restaurant				Record Date			
Primary Owner		Assigned role / manager verifies		Use / Frequency		Before each seasonal or holiday beverage launch.	
Season / Event	Drink	Start	Stop	Target Guest / Occasion	Batchable?	Selling Price	Owner

Server description / upsell language:

Specialty inventory required: _____

Exit / depletion date: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

SEASONAL INVENTORY EXPOSURE

GRV-BEV-MNU-08 | Rev 1.0 | Gravity Beverage Control

Purpose: Identify temporary inventory that could remain after a promotion and assign an exit decision before purchasing.
Use / Frequency: Before seasonal/event purchasing and during closeout.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	Before seasonal/event purchasing and during closeout.

Product	Qty Planned	Cost Exposure	Menu Reach During Event	Use After Event?	Exit Plan	Owner
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Maximum approved leftover exposure:

Escalation trigger: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

SEASONAL EXIT PLAN

GRV-BEV-MNU-09 | Rev 1.0 | Gravity Beverage Control

Purpose: Return temporary beverage inventory and targets to normal without allowing event purchases to become permanent by habit.

Use / Frequency: At the end of every seasonal/event beverage period.

Restaurant			Record Date			
Primary Owner	Assigned role / manager verifies		Use / Frequency	At the end of every seasonal/event beverage period.		
Product / Drink	Qty Remaining	Permanent Reach	Deplete / Repurpose / Hold / Return	Deadline	Owner	Verified

Temporary targets that must expire:

Permanent changes requiring separate approval:

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

SEASONAL PERFORMANCE REVIEW

GRV-BEV-MNU-10 | Rev 1.0 | Gravity Beverage Control

Purpose: Review seasonal beverage sales, contribution, execution, waste, leftover inventory, and whether the program should return.

Use / Frequency: After each seasonal or event program.

Restaurant				Record Date			
Primary Owner		Assigned role / manager verifies		Use / Frequency		After each seasonal or event program.	
Drink	Units Sold	Sales	Recipe Cost %	Contribution	Waste / Leftover	Guest / Team Notes	Return?

Best result: _____
Largest avoidable cost: _____
Next-year decision: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____
Verifier: _____ Date: _____ Follow-Up Due: _____

BATCH COCKTAIL COST / YIELD SHEET

GRV-BEV-CST-05 | Rev 1.0 | Gravity Beverage Control

Purpose: Control batch recipe cost, theoretical yield, serving size, label/version, and actual service result.

Use / Frequency: Every approved batched beverage recipe and whenever it changes.

Restaurant	Record Date
------------	-------------

Primary Owner Assigned role / manager verifies Use / Frequency Every approved batched beverage recipe and whenever it changes.

Batch Name: _____

Recipe Version: _____

Ingredient	Batch Qty	Unit Cost Basis	Extended Cost	Prep / Loss Note
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Total Batch Cost: _____

Theoretical Batch Ounces: _____

Standard Serving Ounces: _____

Theoretical Servings: _____

Selling Price / Serving: _____

Theoretical Recipe Cost %: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

WINE POUR / YIELD WORKSHEET

GRV-BEV-CST-03 | Rev 1.0 | Gravity Beverage Control

Purpose: Compare approved wine pour size with theoretical and observed yield without treating theoretical maximum as guaranteed sellable yield.

Use / Frequency: Setup, training, cost review, and variance investigation.

Restaurant				Record Date			
Primary Owner		Assigned role / manager verifies		Use / Frequency		Setup, training, cost review, and variance investigation.	
Wine / Category	Bottle Size	Bottle Cost	Std Pour	Theoretical Pours	Observed Pours	Documented Loss	Difference

Primary explanation requiring verification:

Correction / standard: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

DRAFT YIELD WORKSHEET

GRV-BEV-CST-04 | Rev 1.0 | Gravity Beverage Control

Purpose: Separate theoretical keg yield, documented operational loss, recorded sales, and unexplained variance.
Use / Frequency: Each draft line during yield review or variance investigation.

Restaurant				Record Date			
Primary Owner		Assigned role / manager verifies		Use / Frequency		Each draft line during yield review or variance investigation.	
Product	Keg Size	Theoretical Oz	Std Serve Oz	Theoretical Max Serves	Documented Loss Oz	Recorded Serves	Unexplained Variance

Do not promise theoretical maximum as sellable yield. Investigation / action:

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____
Verifier: _____ Date: _____ Follow-Up Due: _____

WASTE / SPILL / COMP RECORD

GRV-BEV-VAR-01 | Rev 1.0 | Gravity Beverage Control

Purpose: Document legitimate beverage product loss so variance analysis separates known adjustments from unexplained loss.

Use / Frequency: Every material spill, waste, comp, breakage, or approved adjustment.

Restaurant			Record Date			
Primary Owner		Employee records; manager verifies material entries		Use / Frequency		Every material spill, waste, comp, breakage, or approved adjustment.
Date / Time	Product / Drink	Qty / Eq.	Reason	POS / Check / Incident Ref	Recorded By	Manager Verification

Repeated pattern requiring action:

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

BARTENDER ONBOARDING RECORD

GRV-BEV-TRN-01 | Rev 1.0 | Gravity Beverage Control

Purpose: Document the controlled path from orientation to independent beverage work.

Use / Frequency: For every new bartender and transferred employee entering bar duties.

Restaurant		Record Date	
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Primary Owner	Trainer / assigned bar lead; manager verifies readiness	Use / Frequency	For every new bartender and transferred employee entering bar duties.
---------------	--	-----------------	---

☐ Responsible-service policy reviewed	☐ Age-verification process reviewed
--	--

- | | |
|---|---|
| ☐ Bar opening / closing standard | ☐ Recipe access and version control |
| ☐ Measured pour standard | ☐ POS modifiers / premiums / comps |
| ☐ Waste / spill documentation | ☐ Inventory security |
| ☐ Sanitation / glassware | ☐ Guest service / refusal escalation |
| ☐ Cash / tab controls | ☐ Emergency / incident escalation |

Training shifts completed: _____

Remaining restrictions / gaps: _____

Independent work approved? ☐ Yes ☐ No ☐ Conditional

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

RECIPE MASTERY VERIFICATION

GRV-BEV-TRN-02 | Rev 1.0 | Gravity Beverage Control

Purpose: Verify that an employee can produce the current approved recipe consistently under normal service conditions.
Use / Frequency: Before sign-off and after material recipe changes.

Restaurant				Record Date			
Primary Owner		Trainer observes; manager/designated verifier accepts		Use / Frequency		Before sign-off and after material recipe changes.	
Drink / Recipe	Version	Correct Measure	Correct Method	Glass / Ice	Garnish	POS / Modifier	Result

Patterns requiring retraining: _____
Employee status: ☐ Ready ☐ Retrain ☐ Limited approval

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____
Verifier: _____ Date: _____ Follow-Up Due: _____

SERVER BEVERAGE KNOWLEDGE VERIFICATION

GRV-BEV-TRN-05 | Rev 1.0 | Gravity Beverage Control

Purpose: Confirm that guest-facing employees can accurately describe, recommend, ring, and escalate beverage questions without inventing information.

Use / Frequency: Initial training, menu changes, and periodic verification.

Restaurant		Record Date	
Primary Owner	Trainer / manager verifies	Use / Frequency	Initial training, menu changes, and periodic verification.

Knowledge Area	Explain / Identify	Demonstrate / Ring	Pass / Retrain	Notes
Core cocktails				
Beer categories				
Wine-by-glass				
Zero-proof options				
Seasonal features				
Price / premium modifiers				
Allergy / ingredient escalation				
Responsible-service escalation				
Employee strengths:				
Required follow-up:				

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

BEVERAGE TRAINING RECORD

GRV-BEV-TRN-06 | Rev 1.0 | Gravity Beverage Control

Purpose: Create traceable evidence of what was taught, practiced, observed, and still requires follow-up.

Use / Frequency: Each beverage training session or assigned training shift.

Restaurant			Record Date				
Primary Owner		Trainer records; manager reviews gaps		Use / Frequency		Each beverage training session or assigned training shift.	
Date	Employee	Topic / Recipe / Skill	Explain	Demonstrate	Practice	Observe	Verify / Follow-Up

Open training gap: _____

Next training date / owner: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

PRE-SHIFT BEVERAGE TRAINING CARD

GRV-BEV-TRN-07 | Rev 1.0 | Gravity Beverage Control

Purpose: Deliver one short, relevant beverage standard before service without turning pre-shift into a classroom.

Use / Frequency: As scheduled or when a live beverage risk/opportunity needs reinforcement.

Restaurant		Record Date	
Primary Owner	MOD / assigned trainer	Use / Frequency	As scheduled or when a live beverage risk/opportunity needs reinforcement.

Today's one beverage focus: _____

Why it matters to guest / cost / safety: _____

☐ Show the standard	☐ Ask one knowledge question
☐ Demonstrate one key step	☐ Call out one current feature / risk
☐ Confirm POS / pricing if relevant	☐ Assign follow-up if not understood
Employees briefed / exceptions: _____	

Follow-up owner: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

BEVERAGE CERTIFICATION B1–B5

GRV-BEV-TRN-08 | Rev 1.0 | Gravity Beverage Control

Purpose: Provide staged beverage competency verification instead of one vague bartender sign-off.

Use / Frequency: At defined training milestones and when recertification is required.

Restaurant		Record Date	
Primary Owner	Trainer assesses; manager/designated verifier certifies	Use / Frequency	At defined training milestones and when recertification is required.

Level	Competency	Evidence / Demonstration	Pass / Retrain	Verifier / Date
B1	Foundations / safety / responsible service			
B2	Recipes / measured pours / product knowledge			
B3	POS / guest service / modifiers / comps			
B4	Opening / closing / inventory / waste controls			
B5	Independent shift readiness / exceptions / leadership handoff			

Current certified level: _____

Restrictions / next level requirements: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

BEVERAGE SALES OPPORTUNITY REVIEW

GRV-BEV-MNU-12 | Rev 1.0 | Gravity Beverage Control

Purpose: Identify realistic beverage sales opportunities that improve contribution without weakening responsible service or creating unnecessary inventory.

Use / Frequency: Weekly or during menu/sales review.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	Weekly or during menu/sales review.

Opportunity	Guest / Check Context	Uses Current Inventory?	Training Needed	Expected Contribution	Risk / Guardrail	Decision
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Highest-value inventory-neutral opportunity:

Action owner / due: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

INVENTORY-NEUTRAL SALES CHALLENGE

GRV-BEV-MNU-13 | Rev 1.0 | Gravity Beverage Control

Purpose: Increase beverage performance using products already approved and stocked before adding more SKUs.
Use / Frequency: Short-term sales/training challenge when appropriate.

Restaurant		Record Date	
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Primary Owner	Assigned role / manager verifies	Use / Frequency	Short-term sales/training challenge when appropriate.
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Challenge period: _____

Target behavior / beverage: _____

Existing Product / Drink	Current Reach	Sales Opportunity	Approved Guest Language	Result Measure	Owner
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No new SKU may be added solely to complete this challenge. Result: _____

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

DAILY BAR CONTROL REPORT

GRV-BEV-MGT-01 | Rev 1.0 | Gravity Beverage Control

Purpose: Create a concise daily management handoff covering readiness, product exceptions, waste, guest/safety issues, and unresolved action.

Use / Frequency: Each operating day / applicable bar shift.

Restaurant		Record Date	
Primary Owner	Bar lead / MOD; next manager reads unresolved items	Use / Frequency	Each operating day / applicable bar shift.
☐ Opening readiness verified		☐ Critical stockouts / 86s reviewed	
☐ Recipe / pour tools ready		☐ POS / pricing exceptions reviewed	
☐ Responsible-service concerns handed off		☐ Waste / spills documented	
☐ Equipment / sanitation exceptions assigned		☐ Closing / security controls verified	
Largest operational exception: _____			
Product / cost exception: _____			
Guest / safety exception: _____			
Unresolved handoff + next owner / due: _____			

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

RECIPE CHANGE AUTHORIZATION

GRV-BEV-RCP-02 | Rev 1.0 | Gravity Beverage Control

Purpose: Prevent recipe drift by requiring a controlled decision before a house recipe, measure, ingredient, price, or presentation changes.

Use / Frequency: Before any material approved recipe change.

Restaurant		Record Date		
Primary Owner	Assigned role / manager verifies	Use / Frequency	Before any material approved recipe change.	
Drink: _____				
Current Recipe Version: _____				
Proposed Version: _____				
Change Area	Current Standard	Proposed Standard	Reason / Evidence	Cost / POS / Training Impact

Recipe cost after change: _____

Selling price after change: _____

Effective date: _____

☐ Recipe master updated	☐ POS verified
☐ Cost register updated	☐ Training completed
☐ Old version retired / archived	

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

NEW-SKU APPROVAL

GRV-BEV-MNU-06 | Rev 1.0 | Gravity Beverage Control

Purpose: Stop new beverage inventory from entering the restaurant without a defined job, cost, menu reach, demand test, and exit plan.

Use / Frequency: Before purchasing a new permanent, test, or seasonal beverage SKU.

Restaurant	Record Date
Primary Owner	Assigned role / manager verifies Use / Frequency
Before purchasing a new permanent, test, or seasonal beverage SKU.	

Proposed SKU: _____

Vendor / unit / cost: _____

Decision Test	Evidence / Answer
What approved drinks will it support?	
Estimated Menu Reach	
Expected demand / selling period	
Contribution / cost effect	
Existing substitute available?	
Shelf-life / dead inventory risk	
Exit plan if test fails	
Decision: ☐ Essential ☐ Full-Service ☐ Expanded ☐ Seasonal ☐ Test ☐ Reject	

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

VENDOR REVIEW CARD

GRV-BEV-VND-02 | Rev 1.0 | Gravity Beverage Control

Purpose: Review vendor performance beyond unit price so reliability, credits, shortages, substitutions, and administrative burden are visible.

Use / Frequency: Monthly/quarterly or after recurring vendor problems.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	Monthly/quarterly or after recurring vendor problems.

Factor	Rating / Evidence	Material Issue?	Action
Unit / case pricing			
Delivery reliability			
Fill rate / shortages			
Substitution quality			
Credit resolution			
Emergency availability			
Administrative burden			
Continue / renegotiate / alternate vendor decision:			

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____
Verifier: _____ Date: _____ Follow-Up Due: _____

MONTHLY BEVERAGE PROFITABILITY REVIEW

GRV-BEV-MGT-04 | Rev 1.0 | Gravity Beverage Control

Purpose: Connect beverage sales, product usage at cost, theoretical cost, contribution, variance, menu performance, and corrective action.

Use / Frequency: Monthly.

Restaurant		Record Date	
Primary Owner	Manager prepares; ownership/senior leadership verifies material exceptions	Use / Frequency	Monthly.

Measure	Current Month	Prior Month / Target	Variance	Management Meaning / Action
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Beverage Sales

Actual Product Usage at
Cost

Actual Beverage Cost %

Theoretical Beverage
Cost %

Cost / Usage Variance

Top contribution
opportunity

Dead inventory exposure

Unresolved material
exception

Primary management decision:

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

BASELINE BAR AUDIT

GRV-BEV-IMP-01 | Rev 1.0 | Gravity Beverage Control

Purpose: Find the truth before installing controls so the restaurant does not automate or formalize a confused beverage operation.

Use / Frequency: At initial implementation and major reset.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	At initial implementation and major reset.

Control Area	Current Truth	Evidence	Risk / Cost	Priority	Owner
Inventory architecture					
Recipe standards					
Pour standards					
POS / pricing					
Waste / comps					
Training					
Responsible-service controls					
Ordering / receiving					
Vendor / cost control					
Management review					
Top three truths that must be addressed first:					

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____

FIRST INVENTORY SUMMARY

GRV-BEV-INV-10 | Rev 1.0 | Gravity Beverage Control

Purpose: Capture the first credible inventory baseline and separate useful stock, dead stock, shortages, and count-confidence issues.

Use / Frequency: After the first controlled physical beverage inventory.

Restaurant		Record Date	
Primary Owner	Assigned role / manager verifies	Use / Frequency	After the first controlled physical beverage inventory.

Category	Inventory Value / Qty	Count Confidence	Dead / Review Exposure	Critical Shortage	Action Owner
Liquor					
Wine					
Packaged Beer					
Draft					
Mixers / Zero-Proof					
Other Beverage Product					
Total / Overall					
Largest surprise: _____					
Count/process correction needed before next inventory: _____					

MANAGEMENT VERIFICATION

Decision / Follow-Up: _____

Verifier: _____ Date: _____ Follow-Up Due: _____