**Opening Store Checklist**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Initial when done*

**Everyone**

Read messages from previous day(s)

Review calendar of events

Walk through store, straighten, shelve as necessary

\_\_\_\_ **Entrances**

Clean glass on windows and doors.

 Clean exterior ledges and window sills.

 Clear trash from walkways.

 Check in newspapers.

 Straighten community literature area.

\_\_\_\_ **Cash Wrap & Counters**

 Stock cash drawers with opening currency.

 Restock counters with bags, register tape, gift wrap supplies,

 and office supplies.

 Dust and clean counter surfaces.

 Straighten merchandise displays.

 Replenish promotional materials: flyers, newsletters, loyalty program info,
 customer comment cards, etc.

\_\_\_\_ **Restroom**

 Restock with toilet paper, soap, etc.

 Clean sink and toilet, clear floor of any debris.

\_\_\_\_ **Back room**

 Bring merchandise onto the sales floor, shelve.

\_\_\_\_\_ **Fixtures**

 Dust all display fixtures.

\_\_\_\_ **Other**

 Replace light bulbs

 Spot clean floor

**Closing Checklist**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Initial when done*

\_\_\_\_ **Customer Returns**

Reshelve or take to designated area in back room

\_\_\_\_ **Defective / Damaged Merchandise**

 Take to designated area in stock room - ensure a note is attached describing

 the defect or damage.

\_\_\_\_ **Cash**

 Place cash, checks, and documentation into designated bag and secure

 as directed.

\_\_\_\_ **Trash**

 Collect trash from sales floor, restroom, office and back room and take

 to designated area.

\_\_\_\_ **Floors**

 Clean floor surfaces on sales floor and back room.

 *Do not vacuum if there are still customers in the store.*

\_\_\_\_\_ **Restroom**

 Scrub sink and toilet.

 Wash counter surface.

 Mop floor.

 Clean mirror.

\_\_\_\_ **Staff Break Area**

 Clean table and counter surfaces.

 Scrub sink.

 Mop floor.

 Straighten reading materials.

\_\_\_\_\_ **Communicate with Tomorrow Morning’s Shift**

If there are any issues you were not able to resolve, please leave message

 for the morning crew below or using store’s designated messaging system.

\_\_\_\_ **Other**

 Replace light bulbs

 Spot clean floor