**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