Store opening and closing checklist

Date _____ **Store** _____

Opening manager _____ **Closing manager** _____

Opening time _____ **Closing time** _____

Opening: outside and entrance	Pass	Fail	N/A
Alarm turned off and the code kept private	☐	☐	☐
Entrance, steps and parking area clear of ice, spills, trash and trip hazards	☐	☐	☐
Doors and door mats working and flat	☐	☐	☐
Signs and open hours correct	☐	☐	☐
Lights on and bulbs working	☐	☐	☐

Opening: sales floor and registers	Pass	Fail	N/A
Aisles clear of boxes, carts and cords	☐	☐	☐
Spills and wet spots cleaned and marked	☐	☐	☐
Displays stable and shelves not overloaded	☐	☐	☐
Registers on, drawers counted and receipt paper loaded	☐	☐	☐
Step stools and ladders in good condition and put away	☐	☐	☐

Opening: back room and restrooms	Pass	Fail	N/A
Back room walkways and exits clear	☐	☐	☐
Deliveries checked in and stacked safely	☐	☐	☐
Fire extinguishers in place and not blocked	☐	☐	☐
Restrooms stocked, clean and working	☐	☐	☐
Cleaning chemicals labeled and stored where they belong	☐	☐	☐

Closing: floor and back room	Pass	Fail	N/A
Customers out and the doors locked behind them	☐	☐	☐
Floors swept and spills cleaned	☐	☐	☐
Trash and boxes taken out or flattened and stacked	☐	☐	☐
Back room exits clear	☐	☐	☐
Equipment turned off or put in standby as the store says	☐	☐	☐

Closing: cash, lock-up and alarm	Pass	Fail	N/A
Cash counted, recorded and put in the safe with two people if the store requires it	☐	☐	☐
Registers closed and drawers left open or removed, as the store says	☐	☐	☐
Back door, loading door and windows locked	☐	☐	☐
Lights set for the night	☐	☐	☐
Alarm set and everyone out	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Supervisor review _____ **Date** _____

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