# Store Opening and Closing Checklist

Use this daily recurring checklist to ensure a productive, safe, and seamless store opening and closing.



## SECURITY

- [ ] Check store for signs of forced entry (If you see forced entry, do not enter store. Call 911)
- [ ] Check alarms
- [ ] Check cameras
- [ ] Check store lighting

## CASH MANAGEMENT

- [ ] Verify last night's deposit
- [ ] Set up registers/money for the day

## STORE EQUIPMENT

- [ ] Make sure POS/Cash registers are working
- [ ] Printer has paper and is working
- [ ] Phone is charged and working
- [ ] Music/TV is on

## STRATEGY

- [ ] Create your plan for the day (Your tasks and goals for the day)

## CUSTOMER PREP

- [ ] Walk the floor
- [ ] Inspect for cleanliness
- [ ] Adjust air or heating
- [ ] Adjust lighting

## COMMUNICATION

- [ ] Check email and respond accordingly
- [ ] Make sure website is updated (sales, inventory, etc.)

## MARKETING

- [ ] Set up displays
- [ ] Add signs for sales
- [ ] Update upsell items

## EMPLOYEE MANAGEMENT

- [ ] Plan out breaks
- [ ] Set up daily goals

## INVENTORY

- [ ] Stock shelves
- [ ] Check and count inventory
- [ ] Order what's needed
- [ ] Verify incoming shipment

## OPEN

- [ ] Unlock door

- [ ] Turn on OPEN light or flip sign
- [ ] Welcome customers

## CLOSE

- [ ] Make sure all customers have exited
- [ ] Lock doors
- [ ] Turn off OPEN light or flip sign

## CLEANING

- [ ] Assign cleaning duties

## SALES REPORT

- [ ] Run sales report
- [ ] Settle credit card machines
- [ ] Verify credit card slips have been signed

## CASH MANAGEMENT

- [ ] Count cash (out of sight)
- [ ] Place in night deposit bag or safe

## STORE EQUIPMENT

- [ ] Shut down POS/Cash registers
- [ ] Printers
- [ ] Music/TV is off
- [ ] Charge phone
- [ ] Adjust air or heating to night time setting

## STRATEGY

- [ ] Compare day's performance with goals

## INVENTORY

- [ ] Finish inventory if you haven't yet for the day

## EMPLOYEE MANAGEMENT

- [ ] Verify goals for the day
- [ ] Verify hours

## SECRUITY

- [ ] Turn on security cameras and lights
- [ ] Check out employees
- [ ] Set alarm
- [ ] Walk out in groups or pairs

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