

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
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- 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

SECURITY

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