



Retail Store Daily Checklist - Opening

SafetyCulture Kansas Office / 11 Nov 2020 / Zarina Gonzalez

Complete

Score	66.67%	Failed items	3	Actions	4
Site	Kansas City, USA, Missouri				
Branch / Store Name	SafetyCulture Kansas Office				
Conducted on (Date and Time)	11th Nov, 2020 8:24 AM +08				
Manager / Inspector's Full Name	Zarina Gonzalez				
Location	2114 Central St 6th floor, Kansas City, MO 64108, USA (39.0867543, -94.5879528)				

Failed Items & Actions

3 failed, 4 actions

Failed items

3 failed, 3 actions

Audit / Opening Checklist

- **Products**

- Ensure all products on display are clean, damage free, and up to date



Photo 2



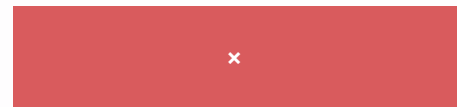
To do | Priority High | Due 18th Nov, 2020 8:32 AM +08 | Created by Zarina Gonzalez

Fix this immediately.

Audit / Opening Checklist

- **Cash management**

- Verify previous night's deposits and set up registers



Can't do | Priority Low | Due 18th Nov, 2020 8:33 AM +08 | Created by Zarina Gonzalez

Open cash register.

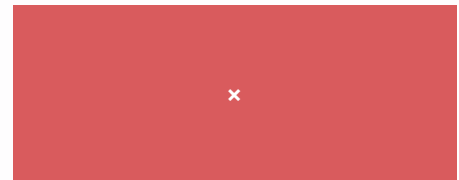
Audit / Opening Checklist

- **Facilities**

- Inspect the cleanliness and stock quality/appearance
- Set room temperature
- Ensure "open" sign was posted



Photo 3



To do | Priority Low | Due 18th Nov, 2020 8:35 AM +08 | Created by Zarina Gonzalez

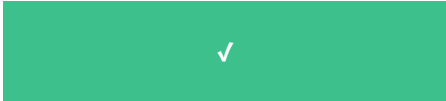
Please clean this mess.

Other actions

1 action

Audit / Opening Checklist

- **Strategy**
- **Conduct toolbox talk meeting**



In progress | Priority Medium | Due 18th Nov, 2020 8:27 AM +08 | Created by Zarina Gonzalez

Send meeting invites.

Audit

4 actions, 3 failed, 66.67%

Opening Checklist

4 actions, 3 failed, 66.67%

- Security
 - Check the store for signs of forced entry
 - Check all lighting, surveillance cameras, and alarm systems

✓

There are suspicious people out front.

- Strategy
 - Conduct toolbox talk meeting

✓

In progress | Priority Medium | Due 18th Nov, 2020 8:27 AM +08 | Created by Zarina Gonzalez

Send meeting invites.

- Inventory
 - Ensure shelves are stocked
 - Count inventory and order as needed
 - Verify incoming shipment

N/A

Who left this here?



Photo 1

- Products
 - Ensure all products on display are clean, damage free, and up to date

✗



Photo 2

To do | Priority High | Due 18th Nov, 2020 8:32 AM +08 | Created by Zarina Gonzalez

Fix this immediately.

- Store equipment
 - Ensure POS system, cash registers, printers, phones, are functioning properly

✓

- Communication
 - Check work e-mail/websites for the customer and corporate updates

✓

- Cash management
- Verify previous night's deposits and set up registers

x

Can't do | Priority Low | Due 18th Nov, 2020 8:33 AM +08 | Created by Zarina Gonzalez

Open cash register.

- Marketing
- Set up displays or boards with the daily sale or upsell items

✓

- Employee management
- Ensure all employees wear appropriate uniform
- Plan daily breaks, set up sales or commendation boards

✓

- Facilities
- Inspect the cleanliness and stock quality/appearance
- Set room temperature
- Ensure "open" sign was posted

x



Photo 3

To do | Priority Low | Due 18th Nov, 2020 8:35 AM +08 | Created by Zarina Gonzalez

Please clean this mess.

Completion

Comments / Notes

The store is very disorganized. Schedule a team meeting to figure out how to solve this problem.

Manager / Inspector's Full Name and Signature

Zarina Gonzalez
11th Nov, 2020 8:38 AM +08

Appendix



Photo 1



Photo 2



Photo 3