

Retail store daily checklist

Opening checklist

Done	Unlock and Secure the Store

Done	Inspect Cleanliness

Done	Prepare Registers and POS Systems

Done	Check Store Lighting and HVAC

Done	Stock the Shelves

Retail store daily checklist

Done	Ensure Pricing and Promotions Are Correct

Done	Inspect Store Security Systems

Done	Check Staff Schedules and Communication

Done	Payments and more

Closing checklist

Done	Reconciling the Cash Register

Done	Inspect the Store for Cleanliness

Retail store daily checklist

Done	Organize Inventory and Backstock

Done	Secure All Pricing and Promotional Materials

Done	Power Down Equipment

Done	Conduct a Final Walkthrough

Done	Staff Departure