

▶ Operational Tasks for all Zones

Complete Transfers and Cycle Counts before replenishment begins.

- If applicable, issued Cycle Counts (specifically retickets) should be completed first.
- If applicable, Transfer items have been located and pulled per the Transfer Process. Proceed throughout the day with Order of Operations in tandem with VMC.

▶ Hat Replenishment & Style Maintenance

- Search for "**Hat Wall Process**" within quotes in the Zipline search to access the company Hat Wall guide. Print if needed. HAT VMC video, search "**VMC Tasks**" in Zipline.

Register Lanes & Trees NEED REPLENISHED FIRST before the Department of the Day begins.

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Replenish hats from the hat backstock rack or from the tall wall overstock. Pull as many back stock racks as needed to complete.

Hats are organized by style.

Hats are sized.

All hats are merchandised with one style per tray (a single style can span across multiple trays).

Pegs and trays are not too full. (Flat bill 1-6 units per tray, 1-12 units for all other styles. *High shrink stores will only place 6 units of all styles out at a time.)

All hats have a Rally House price tag that shows the price and style number.

1's or 2's of hats are located on a hat tray in the hat wall in the bottom right of the silhouette.

Once replenishment is completed, double represent hat styles in the wall display if there are empty trays to make space for future new arrivals.

Follow the Zone outline for your store

	Z1	Z2	Z3	Z4
Add Name to assign or N/A →				
Notes →				

MODS MUST upload a screenshot of all completed VMC's to the Daysheet in Zipline on the designated day.

- All hardlines should have a price tag that shows the price and style number.
- The H.A.M. (Height Alignment Matching) process should be utilized by all Team Members. Search **"HAM Process"** within quotes in Zipline search to access the training guides.
- Clearance hardlines are hard marked with the SALE sticker on the front and the red one line label next to the original price and sale signs are visible. Search **"Sale Hardlines"** within quotes in Zipline search.
- Hardline VMC video, search **"VMC Tasks"** in zipline.

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▶ Replenishment

- Register Lanes & TREES NEED REPLENISHED FIRST before the Department of the Day begins.

Z1 Z2 Z3 Z4

Shelved

Ensure that you have the proper number of shelves for fixture to make sure there is no blank space between shelves and to attempt to get maximum amount product on the fixtures.

Make sure that hanging items are pegged and not sitting on a shelf.

Each shelved hardline style should have a minimum of a full facing on the shelf. If there are additional units of the style, the additional units can be used for tabletop merchandising.

If needed, backstock excess shelved hardlines.

Pegged

Display areas have been maximized by adding pegs and double-facing existing products, allowing easy placement of future new arrivals.

If there is excess pegged product, place hardlines in secondary locations (register lane, plush basket, and clip strips for the applicable product) but only when pegs are full. If needed, excess pegged product can be back stocked.

Clips strips are replenished with items that complete a product story with the items on the fixture.

Follow the Zone outline for your store

Add Name to assign or N/A →

Notes →

Z1	Z2	Z3	Z4

MODs **MUST** upload a screenshot of all completed VMC's to the Daysheet in Zipline on the designated day.

REMINDER

The H.A.M. process should be utilized by every Team Members. Search, "HAM Process" within quotes in Zipline to access the training guides. Print as needed.

▶ Shelves Hardlines Style Maintenance

Z1 Z2 Z3 Z4

Ensure that you have the proper number of shelves for fixtures to make sure there is no blank space between shelves and to attempt to get the maximum amount of product on the fixtures.

All styles are in rows going back.

All styles are evenly spaced out.

All styles are front-facing.

No product on the ground including yard stones, place on garden stone fixture.

Items that need a Hardlines Rack have been placed in a Hardlines Rack. Ex: wooden plate stands and/or easels are used to display Home Decor as needed.

Shelved hardlines are merchandised by subclass within the class. Ex: glassware is placed together and stainless is placed together.

If there is excess product, place shelved hardlines in secondary locations (tabletop fixture), but **ONLY** when shelves are full. If needed, backstock excess shelved hardlines.

If the product or the shelf is dusty, remove the product from the shelf and dust the product or shelf using the dust rag.

All sale product has proper signage and merchandised with sale stickers.

Balls (basketball, footballs, etc.) are inflated. If they are not inflated, use the store's inflator tool to add air to the balls.

▶ Pegged Hardlines Style Maintenance

Z1 Z2 Z3 Z4

No empty pegs.

Pegs should be in rows where possible.

All pegs on the same fixture are the same size.

Pegs have no more than one style per peg.

All pegged merchandise is in the correct location/shop.

All pegs in the same fixture are the same color (black/silver).

No product on the ground

Display areas have been maximized by adding pegs and double-facing existing product, allowing easy placement of future new arrivals.

Smallest pegged items are placed on the top of the fixture and the largest pegged items are placed on the bottom of the fixture.

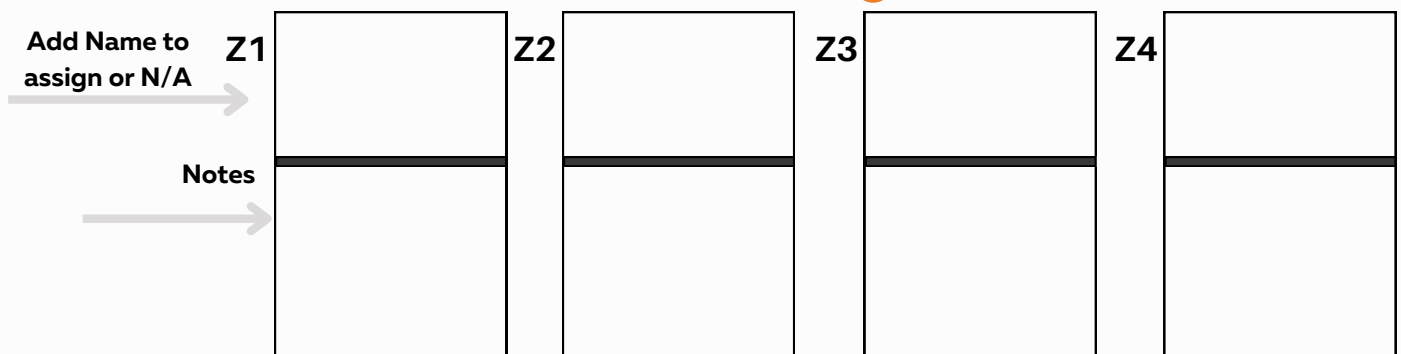


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- Stores with a register lane utilize this checklist and continue with Store Recovery regardless.
- Search **DDE Process** in Zipline Library for full process

- Register Lane is set to the Register Lane Guide. Any sections that differ from this guide have been approved by the District Manager or directed from a store visits.
- Register lane is set with weather appropriate items such as ponchos for rain or hot hands for cold.
- Food within the Register Lane has been checked for any food that has expired or within 60 days from expiration or sell-by date.
 - Place non-expired food oldest to the front of the peg with the newest towards the back.
 - Food that is past an "Expiration Date" that has passed should be removed from the store's inventory using the DDE Process in Admin.
 - Food that has a "Best By" date instead of an "Expiration Date" can be placed on Quick Sale - 50% Off. Review the Expired Food section of the DDE Process for these instructions.
- Sort, fill, and remerchandise plush displays to prevent mixed up bins. Items that are represented in the plush displays are first represented in the Team Section.
- Items that are represented in the Register Lane are first represented in the Team Section.
- Clip strips that are in the register lane have been restocked with great add-ons for guests. Use the NetSuite Search: Clip Strip - Store View to help with any refresh as sell-through occurs.

Follow the Zone outline for your store



Fill in the blank

- Search **"Hanging & Folding Guides"** within quotes in Zipline search for apparel support guides.
- Apparel VMC video, search **"VMC Tasks"** in Zipline.

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▶ Replenishment

- **Register Lanes & Trees NEED REPLENISHED FIRST before the Department of the Day begins.**
- Replenish the apparel items that have incomplete size runs, or where presentations have sold down.
- Pull as many team backstock racks per assigned zone as needed.

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Hanging

- Take team backstock racks to your zone to replenish the section.
- Fill empty or 1/2 full arms: pull down sold through facings high on wall, place on lower faceouts or fixtures, fill high faceouts with "backstock" or full programs.
- Remove excess of a size of the style, if needed, to ensure all sizes are represented.
- Clips strips are replenished with items that complete a product story with the items on the fixture.

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Folded

- Take team backstock racks to your zone to replenish the section.
- Find style on sales floor, fill in needed sizes, ensuring all sizes are represented.
- Folded T-shirt stacks should not be more than 11 inches high.
- Pull off excess sizes, if needed.
- Fill empty spaces with full stacks.
- During replenishment your hanging and folded product may be on the same rack.

Follow the Zone outline for your store

<p>Add Name to assign or N/A →</p> <p>Notes →</p>	Z1	Z2	Z3	Z4
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▶ Apparel Style Maintenance

Z1 Z2 Z3 Z4

HANGING PRODUCT Style Maintenance

Verify you have the following supplies ready

- If needed, use the Apparel Hanging Cart to group misplaced items by style or to pull off excess product from the salesfloor to assist with de-bulging fixtures and making room for new product.
- If needed, place hanging apparel from arm/face-out onto Apparel Hanging Cart.

Place style(s) back on arm/faceout.

Tuck all tags inside of garments.

Faceouts are not too full. Debulk as needed and reduce if needed to a size run.

No apparel is touching the ground.

Zip up all jackets.

All hangers have a size bead and sits flat on the hanger, & are in the question mark position.

Best Sellers (3< of a style) have been scanned on the Best Sellers rack to confirm that they are true Best Sellers.

Best Sellers are merchandised on an arm of a 4-way, grid hang bar, Ocho hang bar, or double salesman rack depending on Best Sellers assortment, and all best seller **hang bars** need merchandised with size dividers.

All product is on the correct type of hanger: wood or all plastic.

All executive brand product is on wood hangers (branded wood hangers match product where applicable.)

Fixtures have been waxed with wax paper. **Search "Wax ON" in Zipline for the how to.**

Product is moved to create a fresh visual and show hidden product. Ex: A faceout has 2 styles, move the back style to the front.

All Big and Tall has proper signage and size dividers.

All women's plus-size products are organized by style and hung properly on the hanger.

All sale is organized by size using size dividers and with appropriate sale sign visible.

FOLDED PRODUCT Style Maintenance

Tuck tags inside of garments.

Folded shirts are stacked in size order and have size stickers.

Folded shirts are folded correctly; flat fronts and sides.

Folded shirts are organized by color.

All garments have a price tag that shows the price and style number.

Add Name to assign or N/A

Z1

Z2

Z3

Z4

 Follow the Zone outline for your store

Notes

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