

CLOSING CHECKLIST



This audit begins 1 hour before store closing and is finished once the store is closed. One hour before closing, the store will work through Store Recovery. Store Recovery includes style maintenance for the rest of the store not completed in the Visual Merchandising Checklist for the day and making sure that the store is set to reopen the next day.

LOD prioritizes store-wide recovery an hour before closing, ensuring each team member commits to specific tasks with set timeframes for completion and provides feedback.

◀ Last Hour

- ☐ The Leader on Duty has led and directed that Visual Merchandising Audit/Checklist tasks stopped 1 hour before closing and Store Recovery/Style Maintenance was completed. Style maintenance of the entire store to ensure that it is brought back to visual standards to open the following business day.
- ☐ Customer orders completed and shipped. ANY remaining bins with product need investigated.
- ☐ Clean and wipe down computers, handhelds, phones, and other hard surfaces.
- ☐ Cleared cache on handhelds and placed on charging stations.
- ☐ Move hangers at cashwrap to Apparel Hanging Cart for processing. If Apparel Hanging Cart is full, hangers stay in the hanger sleeve or on hanger cart at cashwrap.
- ☐ Collect trash- place by backdoor or location to go outside in the morning.
- ☐ Vacuum; pick up objects that cannot be vacuumed over before beginning (M/W/F left side of store, T/Th/Sat right side of store, Sun - Super Clean!).
Last Hour: Spot mop

◀ After Close Leader on Duty

- ☐ Final walk of the store and add issues or uncompleted tasks as TASKS.
- ☐ Check Email and Teams messages for outstanding tasks or messages.
- ☐ Confirm backdoor is armed and two employees have signed off on the door log.
- ☐ Close registers, prepare deposit, and complete Deposit Entry in NetSuite.
- ☐ Is Shipment Received for the day?
- ☐ Are transfers completed for the day?
- ☐ Are customer orders completed for the day?
- ☐ Are cycle counts completed for the day?
- ☐ Are shrink and pick exceptions reviews completed for the day?

▶ Leader on Duty Sign-Off: