

OPENING CHECKLIST



PRE-OPEN

- ☐ Resolve any over/short from closing previous day. Write change order if needed.
- ☐ Send employee to bank to drop deposit and get change order.
- ☐ Take out trash- no one under 18 take out the trash to a compactor or mechanical trash receptacle.
- ☐ Inspect bathroom- clean and restock if not completed during prior closing.

OPEN

- ☐ Set out flags, signs and flair, if applicable to your store.
- ☐ Check that Teams application is logged in on all devices and notifications are not silenced.
- ☐ Check store's email for messages.
- ☐ Check Huddle for store tasks and assign to Team Members.
- ☐ Complete Return Reviews.
- ☐ Complete Shrink Reviews and Pick Exceptions.
- ☐ Stock cash wrap to planogram. Include Packing Supplies.
- ☐ Test sensor tag removers and sensor towers to ensure they are properly working.
- ☐ Test all register scanners to ensure they work and are connected.
- ☐ Release holds on the hold application and place the merchandise back on the salesfloor.
- ☐ Verify Thermostats are set to appropriate seasonal setting.
- ☐ Clean front doors and spot clean windows.
- ☐ Fulfill customer orders, complete overdue customer orders first.
- ☐ Complete PO issues before assigning a team member to receiving.
- ☐ Complete Damages, Defectives, and Expired Food.

Leader on Duty Sign-Off: