

Daily Store Closing Checklist

<input type="checkbox"/>	Start closing procedures at a certain time, or when the person in charge says it's OK. Don't rush customers out long before the advertised closing time.
<input type="checkbox"/>	Announce to customers that you're closing soon. You also might lock the doors to new customers at a particular time.
<input type="checkbox"/>	When the last customers leave, signal that you're closed with appropriate signage.
<input type="checkbox"/>	Walk the store and do any necessary straightening, cleaning, or decluttering. The opening people depend on this being done properly.
<input type="checkbox"/>	Restock shelves at this time, or as needed, but don't interrupt customers unnecessarily.
<input type="checkbox"/>	Make sure all shelves, racks, and displays are properly filled and arranged. Customers often don't put things back correctly.
<input type="checkbox"/>	Empty all trash receptacles and discard boxes and packing materials left in storage areas.
<input type="checkbox"/>	Close out all registers or the POS system. Count the cash and reconcile it and credit payments with sales. Do all necessary cross-checks based on your internal controls.
<input type="checkbox"/>	Based on your procedures, you might take some cash to another spot, such as the back office, for later deposit.

