Retail Store Opening Checklist

Before Opening:

	Disable alarm systems upon entering.
	Turn on all interior and exterior lights.
	Unlock the front and back doors, if applicable.
	Check and adjust the thermostat for optimal customer comfort.
	Turn on all necessary equipment (registers, computers, music system).
	Perform a quick cleanliness check and tidy up if necessary.
Stoc	k and Displays:
	Restock shelves and ensure merchandise is well-organized.
	Update promotional displays and signage as per current campaigns.
	Ensure all sale and promotional items are correctly priced and displayed.
	Clean windows and display cases for maximum product visibility.
Staff	Preparation:
	Review the day's goals and promotions with staff.
	Assign specific duties and areas of responsibility.
	Ensure all staff are in proper uniform and ready for their shifts.

Retail Store Opening And Closing Procedures Manual

RM Cervero

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