

Date _____

STORE CHECKLIST

Always keep the customer first! Make sure employees are handling the floor, teamwork is very important!

- Do all the hang backs
- Check the displays
- Check the window displays
- Check the dressing rooms
- Clean behind the till
- Clean the backroom
- Empty garbages
- Empty hanger box
- Straighten racks
- Vacuum (especially leaves, dressing rooms, behind till)
- Dust
- Organize props
- Facebook birthday wishes
- Write 3 thank yous
- Restock boxes and tissue paper