



# Retail Store Checklist Template

Footcandy Shoes / 16 Aug 2023 / Jaren Zemplak

Complete

Score	41 / 50 (82%)	Flagged items	9	Actions	5
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## Branch / Store Name

Footcandy Shoes

## Date and Time of Inspection

16 Aug 2023 14:34 PST

## Inspector / Manager's Full Name

Jaren Zemplak

## Location

876 Buford Rd, Cumming,  
Georgiam 30041

## Flagged items & Actions

9 flagged, 5 actions

### Flagged items

9 flagged, 4 actions

EXTERNAL / Signage

**Is the "OPEN" sign correctly displayed?**

No

The Open Sign has been missing as of this week.

**To do** | Priority Medium | Due 31 Aug 2023 14:38 PST | Created by SafetyCulture Staff

Acquire a new Open Sign for Front Door

EXTERNAL / Entrance

**Are the front windows clean?**

No

Dust and dead insects are stuck in between the windows. Will need cleaning

**To do** | Priority Medium | Due 18 Aug 2023 14:39 PST | Created by SafetyCulture Staff

Clean Windows

EXTERNAL / Entrance

**Is the shop entrance clean and neat?**

No

Windows need cleaning, missing open signs.

EXTERNAL / Entrance

**Is the window display neat, tidy, and in good condition?**

No

Schedule a Window Cleaning this week

FRONT OF THE HOUSE / Shop

**Is the shop's overall impression neat and clean?**

No

Windows need cleaning

FRONT OF THE HOUSE / Shop

**Are all the lights operational?**

No

**To do** | Priority Medium | Due 28 Aug 2023 14:42 PST | Created by SafetyCulture Staff

Front Corner light needs replacing

FRONT OF THE HOUSE / Counter

**Is the area around computer/cash register tidy and free of excessive electrical cords?**

No

Spare cords are put in a small blue box

**To do** | Priority Low | Due 31 Aug 2023 14:42 PST | Created by SafetyCulture Staff

Spare cords near the cash register. Sort and organize

FRONT OF THE HOUSE / Stock & Merchandising

**Has the ordered stock been received to date?**

No

Ordered Stock for September will arrive on 25th

FRONT OF THE HOUSE / Security

**Is it possible for the till/cash register to be accessed by customers?**

No

**Other actions**

1 action

FRONT OF THE HOUSE / Security

**Is the video surveillance system checked and taped daily?**

Yes

Front surveillance system needs more memory

**To do** | Priority High | Due 29 Aug 2023 15:15 PST | Created by SafetyCulture Staff

Increase memory capacity on front surveillance system

**EXTERNAL**

4 flagged, 2 actions, 11 / 15 (73.33%)

**Signage**

1 flagged, 1 action, 3 / 4 (75%)

**Are the shop front signs correctly displayed?**

Yes

**Are the shop front signs in good condition?**

Yes

Rusts are forming on the parking signs. However they are still legible

**Are all necessary signs properly displayed?**

Yes

**Is the "OPEN" sign correctly displayed?**

No

The Open Sign has been missing as of this week.

**To do** | Priority Medium | Due 31 Aug 2023 14:38 PST | Created by SafetyCulture Staff

Acquire a new Open Sign for Front Door

**Entrance**

3 flagged, 1 action, 2 / 5 (40%)

**Are footpaths in good condition?**

Yes

**Are the front windows clean?**

No

Dust and dead insects are stuck in between the windows. Will need cleaning

**To do** | Priority Medium | Due 18 Aug 2023 14:39 PST | Created by SafetyCulture Staff

Clean Windows

**Are the front windows free of damage/ cracks?**

Yes

**Is decal on windows in good condition?**

N/A

**Is the shop entrance clean and neat?**

No

Windows need cleaning, missing open signs.

**Is the window display neat, tidy, and in good condition?**

No

Schedule a Window Cleaning this week

**Security**

6 / 6 (100%)

**Are front door locks working properly?**

Yes

**Are roller shutters operational?**

N/A

<b>Is the security gate operational?</b>	N/A
<b>Does the shop front have an alarm and/or surveillance system?</b>	Yes
<b>- Is the alarm system operational?</b>	Yes
<b>- Is alarm light clean and easily visible?</b>	Yes
<b>- Are surveillance cameras in good working condition?</b>	Yes
<b>- Are surveillance cameras unobstructed by anything? (i.e. Signage, banners, etc.)</b>	Yes

Mirrors were moved yesterday and obstructed the camera. This has been fixed.

Please proceed to next section

## FRONT OF THE HOUSE

5 flagged, 3 actions, 18 / 23 (78.26%)

### Shop

2 flagged, 1 action, 4 / 6 (66.67%)

**Is the shop's overall impression neat and clean?**

No

Windows need cleaning

**Is the shop entrance clear and unobstructed?**

Yes

**Is the shop clear of clutter/ boxes?**

Yes

**Are all the lights operational?**

No

**To do** | Priority Medium | Due 28 Aug 2023 14:42 PST | Created by SafetyCulture Staff

Front Corner light needs replacing

**Are emergency exit signs clearly marked?**

Yes

**Is the music and lighting for the time of day on its proper level?**

Yes

### Counter

1 flagged, 1 action, 6 / 7 (85.71%)

**Are all countertops clean and neat?**

Yes

**Is the area around computer/cash register tidy and free of excessive electrical cords?**

No

Spare cords are put in a small blue box

**To do** | Priority Low | Due 31 Aug 2023 14:42 PST | Created by SafetyCulture Staff

Spare cords near the cash register. Sort and organize

**Is the floor behind the counter clear of boxes and other clutter?**

Yes

**Are all computer equipment organised according to specifications?**

Yes

**Are all electrical cords safe and neatly bundled together?**

Yes

**Are all documents filed neatly in the designated area?**

Yes

**Is the counter area free from excess or damaged stock?**

Yes

### Stock & Merchandising

1 flagged, 2 / 3 (66.67%)

**Are the stock levels of clearing products sufficient?**

Yes

Sufficient product supply until end of the month.

[Footcandy Shoes - Stocks August 2023.pdf](#)

**Has the ordered stock been received to date?**

No

Ordered Stock for September will arrive on 25th

**Is the pricing displayed on products accurate?**

Yes

## Security

1 flagged, 1 action, 6 / 7 (85.71%)

**Are all door/window locks in good repair?**

Yes

**Is the till/cash register managed in a secure manner?**

Yes

**Is it possible for the till/cash register to be accessed by customers?**

No

**Is the float in the till/cash register correct?**

Yes

**Is the video surveillance system checked and taped daily?**

Yes

Front surveillance system needs more memory

**To do** | Priority High | Due 29 Aug 2023 15:15 PST | Created by SafetyCulture Staff

Increase memory capacity on front surveillance system

**Is the till/cash register in good view of security cameras?**

Yes

**Are all specific security measures in working order? (i.e. Anti-theft tags and sensors, etc)**

Yes

Please proceed to next section

**BACK OF THE HOUSE**

12 / 12 (100%)

**Storage**

6 / 6 (100%)

**Are the materials stored in racks and bins wherever possible?**

Yes

**Is the storage designed to minimize lifting problems?**

Yes

**Are floors around racking clear of rubbish?**

Yes

**Are all racks and shelving in good condition?**

Yes

**Is the Safe Working Load (SWL) of storage visibly marked and adhered?**

Yes

**Are storage boxes stacked safely?**

Yes

**Loading Area**

6 / 6 (100%)

**Is the loading area clean and tidy?**

Yes

**Are all lights in the loading area operational?**

Yes

**Are workers' use of correct manual handling techniques monitored?**

Yes

**Is the freight packaging (size, weight, shape) assured safe for handling and easy pick-up/delivery?**

Yes

**Is the freight labeled with dimensions, weight, nature of the goods (fragile, dangerous goods etc)?**

Yes

**Are safety measures in place at your site to manage the risk of being struck by trucks, forklifts, or other vehicles?**

Yes

Please proceed to the next section



## COMPLETION

### Other Comments

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#### Recommendations / Notes

Check all action items. Please inquire with Jaren with what we need to acquire by this week.

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#### Inspector / Manager's Full Name and Signature

*Jaren Zemlak*

Jaren Zemlak  
24 Aug 2023 15:18 PST

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## Media summary

[Footcandy Shoes - Stocks August 2023.pdf](#)