



Retail Store Opening Checklist

8/12 Convenience Store / 8 Sep 2025 / Dejah Aufderhar

Complete

Score	11 / 12 (91.67%)	Flagged items	1	Actions	1
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Branch / Store Name

8/12 Convenience Store

Conducted on (Date and Time)

08.09.2025 10:00 PST

Manager / Inspector's Full Name

Dejah Aufderhar

Location

8745 Glacier Hwy, Juneau, AK
99801, USA
(58.3623977, -134.5768652)

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Audit / Opening Checklist

- **Inventory**
 - **Ensure shelves are stocked**
 - **Conduct an inventory audit to verify counts and order as needed**
 - **Verify incoming shipment**
 - **Check if inventory is safely placed (e.g., heavy items on lower shelves, fragile items secure)**



Running low in Sprite. Delivery hasn't come in yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 19.09.2025 08:39 PST | Created by: SafetyCulture Staff

Get update on Sprite shipment

get it done within the day

Other actions

0 actions

Audit		1 flagged, 1 action, 11 / 12 (91.67%)
Opening Checklist		1 flagged, 1 action, 11 / 12 (91.67%)
<ul style="list-style-type: none"> • Security - Check the store for signs of forced entry - Check all lighting, surveillance cameras, and alarm systems 		✓
<ul style="list-style-type: none"> • Strategy - Conduct a toolbox talk meeting - Make sure employees are clocking in and out correctly (time system checked and verified) 		✓
<ul style="list-style-type: none"> • Inventory - Ensure shelves are stocked - Conduct an inventory audit to verify counts and order as needed - Verify incoming shipment - Check if inventory is safely placed (e.g., heavy items on lower shelves, fragile items secure) 		×
Running low in Sprite. Delivery hasn't come in yet.		
To do Assignee: SafetyCulture Staff Priority: Medium Due: 19.09.2025 08:39 PST Created by: SafetyCulture Staff		
Get update on Sprite shipment get it done within the day		
<ul style="list-style-type: none"> • Products - Ensure all products on display are clean, damage-free, and up to date 		✓
<ul style="list-style-type: none"> • Store equipment - Ensure the POS system, cash registers, printers, phones, are functioning properly - Verify if backup systems (e.g., manual credit card slips) are available if equipment fails 		✓
<ul style="list-style-type: none"> • Communication - Check work e-mail/websites for the customer and corporate updates - Verify staff are informed of policy or product changes and that these are tracked in the retail task management system 		✓
<ul style="list-style-type: none"> • Cash management - Verify the previous night's deposits and set up registers 		✓
<ul style="list-style-type: none"> • Marketing - Set up displays or boards with the daily sale or upsell items - Make sure promotional materials (signage, posters, price tags) are clean and current 		✓

- **Employee management**
 - Ensure all employees wear the appropriate uniform
 - Plan daily breaks, set up sales or commendation boards
 - Verify if all employees are trained and confident in emergency procedures (e.g., robbery, accident, evacuation)

✓

no required uniform here

- **Facilities**
 - Inspect the cleanliness and stock quality or appearance
 - Set the room temperature
 - Ensure "open" sign was posted

✓

- **Floor Hazards**
 - Check if the floors are free of wires, clutter, or tripping hazards
 - See if the floors are dry, with spill kits or wet floor signs available if needed

✓

- **Fire Safety**
 - Confirm that fire extinguishers are visible, accessible, and within inspection dates
 - Clear obstructions from exits, stairways, and escape routes
 - Update fire preparedness protocols and ensure staff understand them

✓

Completion

Comments / Notes

There's still enough sprite stock to last for the day, but it would be best to get an update on that shipment

Manager / Inspector's Signature



Maelle Sinclair
12.09.2025 08:51 PST