

Retail Store Opening Checklist

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

Complete

Score	11 / 12 (91.67%)	Flagged items	1	Actions	1	
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					Glacier Hwy, Juneau, AK 99801, USA 3623977, -134.5768652)	

Flagged items & Actions

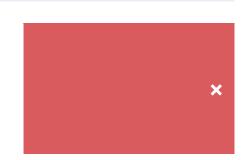
1 flagged, 1 action

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

A					
Audit	1 flagged, 1 action, 11 / 12 (91.67%)				
Opening Checklist	1 flagged, 1 action, 11 / 12 (91.67%)				
 Security Check the store for signs of forced entry Check all lighting, surveillance cameras, and alarm systems 	✓				
 Strategy Conduct a toolbox talk meeting Make sure employees are clocking in and out correctly (time system checked and verified) 	✓				
 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					
 Products Ensure all products on display are clean, damage-free, and up to date 	✓				
 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 	✓				
 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 	✓				
 Cash management Verify the previous night's deposits and set up registers 	✓				
 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



- 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