

Initial	Opening Checklist	Initial	Closing Checklist
	Delete Phone History- calls, pictures, apps		Take Out All Trash- big trash, restroom, and back office
	Verify Accessories are filled		Charge All Phones and Verify they are locked
	Check for Burnt Out Light Bulbs		Clean Glass and Surfaces
	Verify Planogram is Correct- Pricing, Acc, labels.		Restock Accessories
	Ensure Store Equipment is Functional- Printers, POS, Bill Pay		Clean All WorkStation- Organize
	Complete any Past Due Training		Verify There is NO Customer Info left Out
	Check work email for updates		Vacuum Sales Floor- Check Under POS Stations
	Inventory Count		Back Room Clean and Everything Put Away
	Update Sales Boards/Contest Board		NO Phones Left on Sales Floor
	Open sign turned on		Nightly RQ4 Closeout
	Complete CASH IN- (2 employees when possible)		Bill pay closeout complete
	Assure that front counters are clutter free		Both Deposits in safe
	Verify and count deposit from night before		Lights off except AIO sign and security lights
	Name tag is on		Email nightly numbers and send to SM, DM, and GM
Initial	Daily Store Manager Checklist		
	Verify Deposits and bring back from the night before		
	Create Action Plan for the day		
	Verify Sales Boards are updated		
	Set daily store goal and employee goal		
	Daily Sales Email to Team		
	Verify Employees are in Proper Uniform with Nametag		
	Follow up with closing from previous night		
	RMA's current (complete every Monday)		
	Follow up with inventory count		

Opener Signature & Date _____

Closer Signature & Date _____

Management Signature & Date _____