



Flower Shop Daily Operations Checklist

 Show only Checklist

Display Style
Default 

Opening Procedures

Tasks to complete before the shop opens to customers.

Opening Time

Enter time...

Temperature Check (Cooler)

Enter a number...



Security System Armed?

- ☐ Yes
- ☐ No

Notes on Overnight Conditions (e.g., power outage)

Write something...

Check Delivery Schedule for the Day

- ☐ Yes
- ☐ No

Upload Photo of Display (Morning Check)

 Upload File

Flower Care & Hydration

Maintaining flower freshness and extending vase life.

Hydration Check Time (Morning)

Enter time...

Water Level (inches) - Roses

Enter a number...

Water Level (inches) - Lilies

Enter a number...

Flower Food Added?

☐ Yes

☐ No

Notes on Hydration Issues/Adjustments

Write something...

Date of Last Foliage Clean

Enter date...

Number of Stems Recut

Condition of Stems?

☐ Excellent☐ Good☐ Fair☐ Poor

Inventory Management

Checking stock levels and identifying replenishment needs.

Rose Count (Red)

Lily Count (White)

Gerbera Daisy Count (Various)

Enter a number...

Hydrangea Condition (Excellent/Good/Fair)

☐ Excellent

☐ Good

☐ Fair

Vase Stock (Small)

Enter a number...

Vase Stock (Medium)

Enter a number...

Vase Stock (Large)

Enter a number...

Next Flower Delivery Date

Enter date...

Order Fulfillment

Processing and preparing orders for delivery or pickup.

Order Number

Order Date

Scheduled Delivery/Pickup Time

Delivery Method

☐ Delivery☐ Pickup

Quantity of Bouquets

Number of Individual Stems

Enter a number...

Special Instructions/Notes

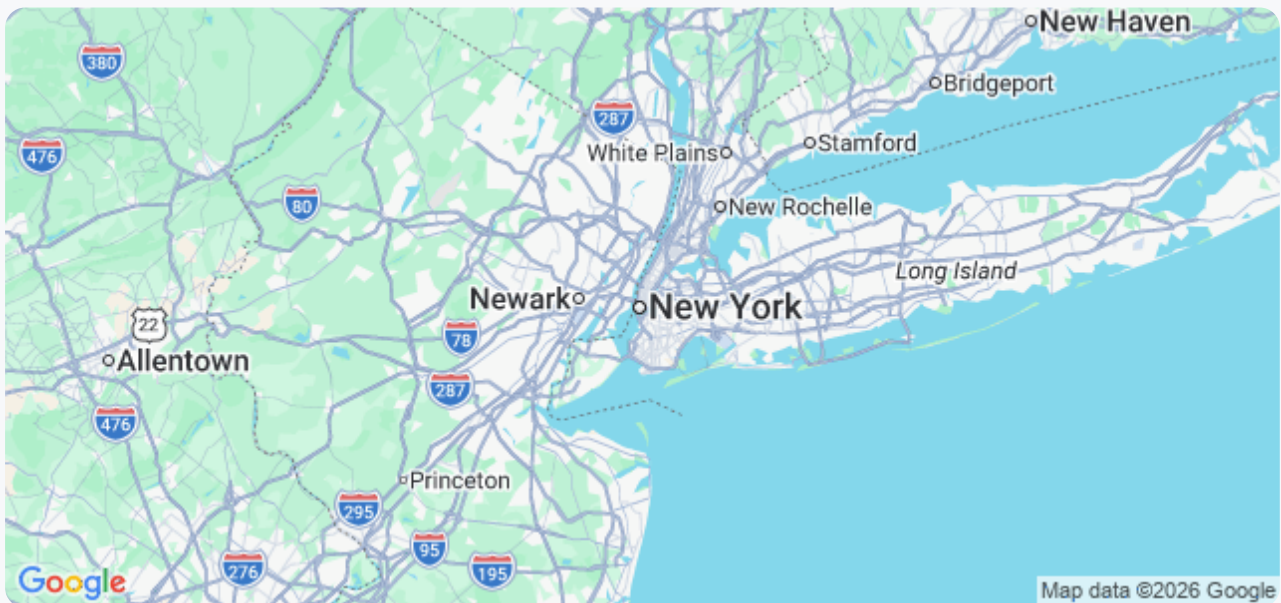
Write something...

Order Status

- ☐ Pending
- ☐ In Progress
- ☐ Completed
- ☐ Cancelled

Delivery Address (if applicable)

 [Set My Current Location](#)



Display & Merchandising

Maintaining attractive and organized displays.

Count of Fresh Flower Arrivals

Enter a number...

Floral Design Theme (e.g., Romantic, Modern, Rustic)

- ☐ Romantic
- ☐ Modern
- ☐ Rustic
- ☐ Seasonal
- ☐ Other

Number of Changed/Replaced Arrangements

Enter a number...

Notes on Arrangement Condition/Adjustments Needed

Write something...

Front Display Rotation Status

- ☐ Rotate Today
- ☐ Rotate Tomorrow
- ☐ No Rotation Needed

Areas needing attention (e.g., Dusting, Tidying)

- ☐ Dusting
- ☐ Tidying
- ☐ Stem Trimming
- ☐ Water Level Adjustment
- ☐ Other

Specific Products Highlighted in Display

Write something...

Sales & Customer Service

Tasks related to sales transactions and customer interaction.

Total Sales Transactions

Enter a number...

Average Transaction Value

Enter a number...

Primary Payment Method Used

- ☐ Cash
- ☐ Credit Card
- ☐ Debit Card
- ☐ Online Payment

Customer Feedback/Complaints (if any)

Write something...

Upsell/Cross-sell Opportunities Utilized?

- ☐ Add-on Vase
- ☐ Chocolates
- ☐ Teddy Bear
- ☐ Greeting Card

Follow-up Calls/Emails Scheduled (Customer Name)

Write something...

Date of Largest Sale

Enter date...

Cleaning & Maintenance

Ensuring a clean and well-maintained shop environment.

Sweep/Mop Floors (sq ft)

Clean Display Cases (count)

Cleaned Refrigeration Units?

☐ Yes☐ No

Last Deep Clean Date

Maintenance Notes (e.g., leaky faucet, broken light)

Checked Security System?

- ☐ Yes
- ☐ No

Refilled Cleaning Supplies (e.g., soap, disinfectant)

Enter a number...

Closing Procedures

Tasks to complete before closing the shop for the day.

Closing Time

Enter time...

Cash Drawer Count

Enter a number...

Cash Drawer Discrepancies (if any)

Write something...

Security System Armed?

- ☐ Yes
- ☐ No

Lights Checked?

- ☐ All Off
- ☐ Some On

Door Locks Verified?

- ☐ Locked
- ☐ Not Locked

Notes on Closing (e.g., special events, issues)

Write something...

Safety & Security

Ensuring the safety of staff and the security of the shop.

Date of Last Security System Check

Enter date...

Alarm System Status (0 = Off, 1 = On)

Enter a number...

Door Locks Checked?

☐ Yes

☐ No

Window Locks Checked?

☐ Yes

☐ No

Notes on any Security Concerns

Write something...

Fire Extinguisher Inspection Done?

☐ Yes

☐ No

Date of Fire Extinguisher Inspection

Enter date...

Communication & Admin

Checking emails, responding to inquiries, and administrative tasks.

Date of Checklist Completion

Time of Checklist Completion

Review of Voicemails & Missed Calls

Email Inbox Management

Outstanding Invoice Count

Social Media Engagement Check

- ☐ Yes
- ☐ No
- ☐ Partial

Supplier Communication Notes

Write something...

Relevant Documents (e.g., updated pricing sheets)

 Upload File