

# 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

Enter a number...

### Condition of Stems?

Excellent

Good

Fair

Poor

## Inventory Management

Checking stock levels and identifying replenishment needs.

### Rose Count (Red)

Enter a number...

### Lily Count (White)

Enter a number...

### 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

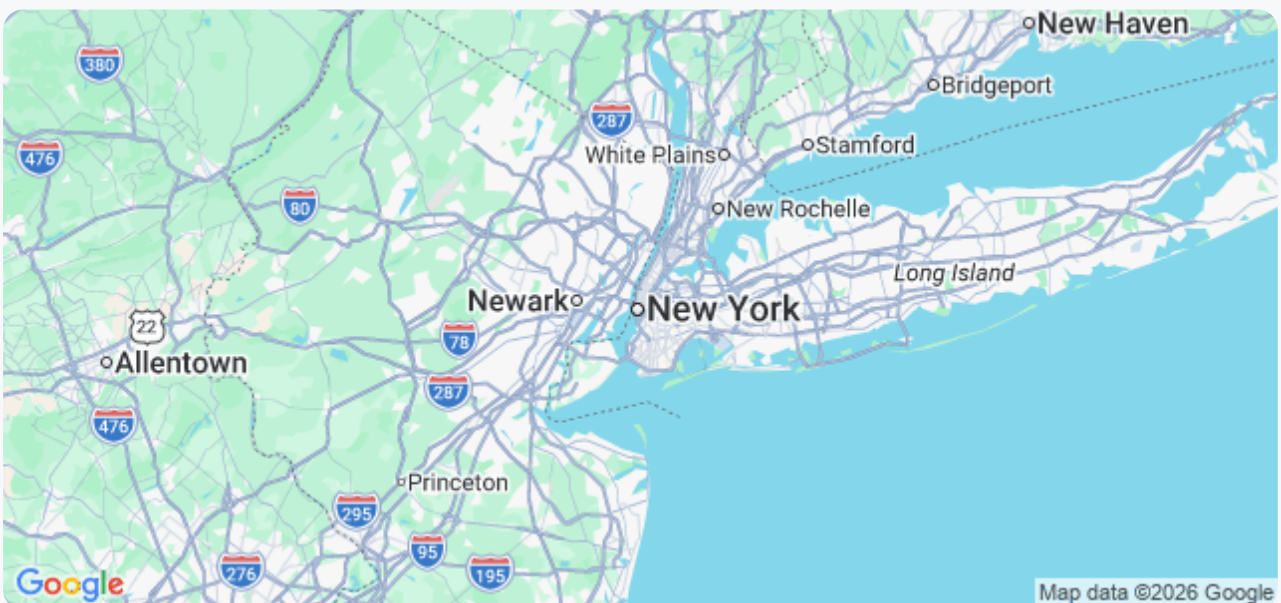
Write something...

### 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)

Enter a number...

## Clean Display Cases (count)

Enter a number...

## Cleaned Refrigeration Units?

Yes

No

## Last Deep Clean Date

Enter date...

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

Write something...

### 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