

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

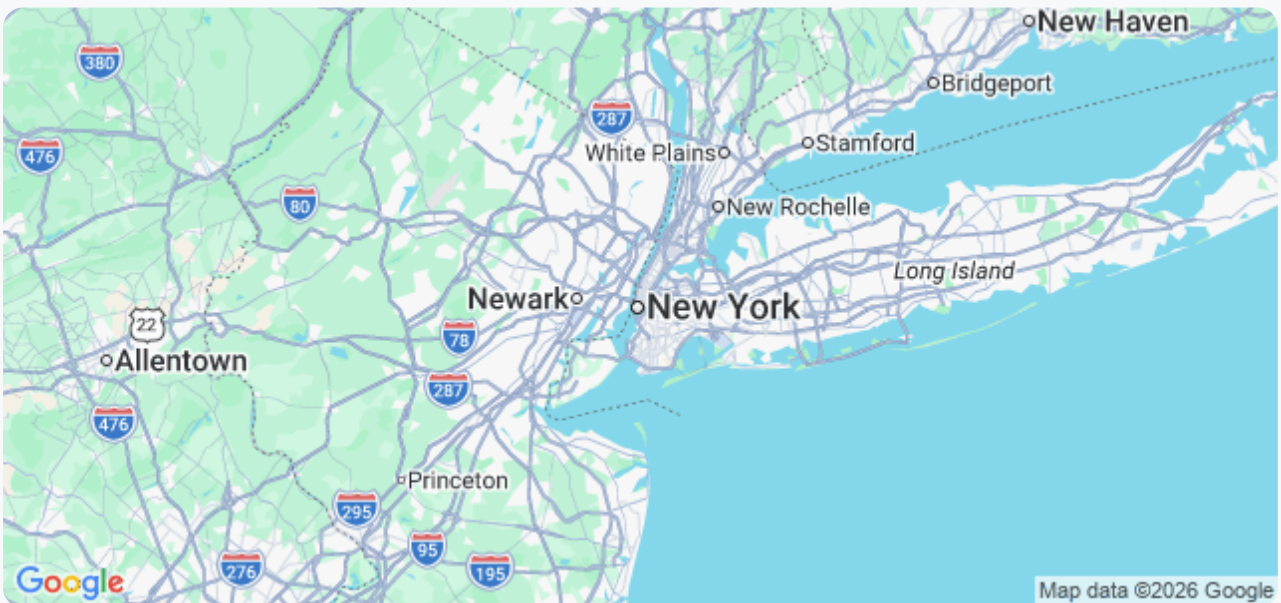
Write something...

Order Status

- Pending
- In Progress
- Completed
- Cancelled

Delivery Address (if applicable)

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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