



# Flower Shop Perishable Stock Rotation & Freshness Audit Checklist 2026

## Incoming Shipment Inspection

Procedures for verifying the quality, quantity, and condition of new floral arrivals upon delivery.

### Date of Delivery

### Vendor Name

### Condition of Shipment

- ☐ Excellent (Fresh & Intact)
- ☐ Fair (Minor Bruising/Wilting)
- ☐ Damaged (Requires Credit/Return)

### Total Stem Count Verified

### Discrepancies or Damage Notes

Write something...

### Photo of Damaged Goods

 Upload File

### Receiver Signature

## Stock Rotation & FIFO Compliance

Steps to ensure First-In, First-Out (FIFO) protocols are applied to all stems, greenery, and fillers.

### Date of Rotation Audit

Enter date...

### Rotation Method Used

- ☐ Standard FIFO (First-In, First-Out)
- ☐

### Items Verified for Rotation

- ☐ Premium Roses
- ☐ Seasonal Hydrangeas
- ☐ Greenery & Foliage
- ☐ Filler Flowers (Baby's Breath, etc.)
- ☐ Tropical Varieties

### Number of Discarded/Expired Units

Enter a number...

### Notes on Stock Condition or Issues Found

Write something...

### Auditor Signature

## Hydration & Water Quality Management

Daily tasks for checking vase cleanliness, water freshness, and the application of floral nutrients/preservatives.

### Inspection Date

Enter date...

### Inspection Time

Enter time...

### Water Temperature Status

- ☐ Optimal (Cool/Chilled)
- ☐ Too Warm
- ☐ Inconsistent

### Completed Maintenance Tasks

- ☐ Vases scrubbed and sanitized
- ☐ Old water removed and replaced
- ☐ Floral preservative added
- ☐ Stems re-cut at an angle

### Water pH Level (If measured)

Enter a number...

### Observations of Water Clarity or Odor

Write something...

### Photo of Cleaned Vase/Bucket Setup

 Upload File

**Staff Auditor Signature**

## Temperature & Humidity Monitoring

Standardized checks for cooler temperature stability and humidity levels to prevent rapid wilting.

**Audit Date**

**Inspection Time**

**Cooler Temperature (°C/°F)**

**Humidity Percentage (%)**

### Cooler Status

- ☐ Optimal
- ☐ Sub-optimal
- ☐ Critical/Alert

### Discrepancy Notes & Corrective Actions

Write something...

### Auditor Signature

## Stem Pruning & Maintenance

Routine instructions for re-cutting stems, removing decaying foliage, and cleaning broken petals.

### Date of Maintenance

Enter date...

### Tasks Completed

- ☐ Stems re-cut at 45-degree angle
- ☐ Deadheading/Removal of wilted petals
- ☐ Removal of decaying lower leaves
- ☐ Application of floral preservative

### Condition of Stock Post-Pruning

- ☐ Excellent
- ☐ Fair - Needs monitoring
- ☐ Poor - Requires immediate disposal

### Notes on Specific Stem Issues

Write something...

### Florist/Staff Signature



## Inventory Aging & Waste Audit

A systematic review of aged stock to identify items nearing end-of-life and a log for recording shrinkage/waste.

### Audit Date

Enter date...

### Stock Category

- ☐ Fresh Flowers
- ☐ Greenery & Foliage
- ☐ Dried Flowers
- ☐ Fillers & Accents

### Item Name/Variety

Write something...

### Quantity of Wasted Items

Enter a number...

### Estimated Loss Value (\$)

Enter a number...

### Reason for Waste (e.g., bruising, wilting, overstock)

Write something...

### Auditor Signature

## Storage Area Sanitation

Cleaning protocols for storage bins, floral foam, buckets, and work surfaces to prevent bacterial growth.

### Sanitation Completion Date

### Areas Sanitized

- ☐ Floral Coolers/Refrigeration Units
- ☐ Work Tables & Surfaces
- ☐ Flower Buckets & Containers
- ☐ Tool & Shears Sanitization
- ☐ Storage Shelving & Racks

### Cleaning Agent Used

### Observations or Issues Found

## Staff Member Signature

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✔ Finish

🔧 Generate Sample Report