



Flower Shop Workshop End-Of-Day Closing & Security Checklist 2026

Floral Inventory & Perishables Care

Procedures for hydrating remaining stems, checking hydration levels, and transferring delicate blooms to temperature-controlled environments.

Completed Hydration Tasks

- ☐ Stems trimmed and re-cut
- ☐ Buckets cleaned and refilled with fresh water
- ☐ Flower food/preservative added to water
- ☐ Sensitive blooms moved to cooler

Total Number of Buckets Replaced

Note any wilted or unusable flowers

Date of Inventory Check

Florist/Staff Member Confirmation

Station & Workspace Sanitization

Cleaning protocols for floral shears, buckets, worktables, and disposal of organic waste to prevent bacterial growth.

Surfaces & Tools Cleaned

- ☐ Work Tables & Counters
- ☐ Floral Shears & Pruners
- ☐ Flower Buckets & Vases
- ☐ Floral Foam & Accessories

Cleaning Agent Used

Write something...

Number of Buckets Sanitized

Enter a number...

Notes on Spills or Deep Cleaning Needs

Write something...

Sanitization Supervisor Approval

Equipment & Tool Maintenance

Inspection and storage of electrical tools, water heaters, and precision cutting instruments to ensure readiness for the next morning.

Tools Inspected and Sanitized

- ☐ Floral Shears & Pruners
- ☐ Floral Knives
- ☐ Wire Cutters
- ☐ Floral Needle Tools
- ☐ Cleaning Brushes

Condition Report

Write something...

Tool Sanitization Method Used

- ☐ Alcohol Wipe
- ☐ Bleach Solution
- ☐ Soap and Water
- ☐ Other

Number of Tools Sent for Sharpening

Maintenance Supervisor Sign-off

Point of Sale (POS) & Financial Reconciliation

Steps for closing out daily transactions, reconciling cash drawers, and reconciling digital payments and gift card balances.

Total Daily Cash Sales

Total Digital/Card Sales

Cash Drawer Discrepancy

End-of-Day Reconciliation Tasks Completed

- ☐ Daily sales report printed
- ☐ Credit card terminal settled
- ☐ Cash drawer balanced
- ☐ Digital receipts emailed to owner

Daily Transaction Report Image

 Upload File

Manager/Closer Signature

Order Management & Morning Prep

Reviewing the next day's delivery schedule, verifying prepared arrangements, and organizing prepared notes/cards for early morning pickups.

Completed Arrangements for Tomorrow Morning

- ☐ Birthday Arrangements
- ☐ Sympathy Arrangements
- ☐ Subscription/Weekly Deliveries
- ☐ Corporate/Bulk Orders

Next Day Delivery Date

Enter date...

Total Number of Pending Deliveries

Enter a number...

Urgent Notes for Morning Staff

Write something...

Photo of Prepared Delivery Manifest

 Upload File

Closing Manager Verification

Facility Lighting & Climate Control

Verifying that cooler temperatures are stabilized, all non-essential lights are extinguished, and heating/AC settings are optimized for overnight energy saving.

Lights Deactivated

- ☐ Front Display Lights
- ☐ Workshop Overhead Lights
- ☐ Back Office/Storage Lights
- ☐ Outdoor/Signage Lighting

Flower Cooler Temperature (°C/°F)

Enter a number...

HVAC/Climate Setting Status

- ☐ Night Mode Active
- ☐ Standard Temperature Maintained
- ☐ Issue Detected - Maintenance Required

Temperature Discrepancy Notes

Write something...

Climate Check Completion Time

Enter time...

Closing Manager Verification

Security & Perimeter Lockdown

Final inspection of all entry/exit points, window locks, alarm system activation, and securing high-value inventory or cash storage.

Points of Entry Verified

- ☐ Front Entrance/Main Door
- ☐ Back Delivery Door
- ☐ Side/Staff Entrance
- ☐ Window Locks & Displays
- ☐ Loading Dock/Service Door

Alarm System Status

- ☐ Armed - Stay Mode
- ☐ Armed - Away Mode
- ☐ System Error/Not Armed

Safe/Cash Box Secured

Write something...

Final Lockdown Time

Enter time...

Closing Manager Verification

< Previous

> Next

✓ Finish

🔗 Generate Sample Report