

Flower Shop Workshop & Floral Design Studio Setup Checklist 2026

Studio Layout & Workflow Optimization

Planning the physical arrangement of the design area, worktables, and movement paths to ensure maximum efficiency and ergonomic design.

Primary Design Station Dimensions

Write something...

Design Zone Allocations

- ☐ Processing Area
- ☐ Arrangement Assembly Zone
- ☐ Packaging & Wrapping Station
- ☐ Finished Product Display Area
- ☐ Client Consultation Corner

Workflow Efficiency Rating

- ☐ High - Optimized for high volume
- ☐ Medium - Sufficient for standard orders
- ☐ Low - Requires rearrangement

Traffic Flow Observations

Write something...

Studio Floor Plan Blueprint

 Upload File

Studio Manager Approval

Essential Floral Equipment & Tool Procurement

A comprehensive list of necessary tools including floral shears, wire cutters, thorn strippers, floral knives, and specialized glue guns.

Required Cutting Tools

- ☐ Floral Shears
- ☐ Floral Knives
- ☐ Wire Cutters
- ☐ Thorn Strippers
- ☐ Pruning Secateurs

Quantity of Floral Wire Spools

Enter a number...

Specific Brand/Model for Floral Glue Guns

Write something...

Procurement Invoices & Receipts

 Upload File

Tool Sterilization Method

- ☐ Alcohol Wipe
- ☐ Chlorine Solution
- ☐ Hydrogen Peroxide

Notes on Missing or Backordered Equipment

Write something...

Workstation & Surface Preparation

Setting up durable, waterproof work surfaces, heavy-duty mats, and cleaning stations specifically designed for floral design tasks.

Work Surface Cleaning Agent Used

- ☐ Bleach Solution
- ☐ Alcohol-based Sanitizer
- ☐ Hydrogen Peroxide
- ☐ Eco-friendly Surface Cleaner

Workstation ID/Station Number

Write something...

Last Surface Sanitization Date

Enter date...

Number of Workstations Prepared

Enter a number...

Photo of Prepared Workspace

 **Upload File**

Studio Manager Verification

Hydration & Processing Station Setup

Organizing buckets, vase cleaners, floral preservative reservoirs, and stem-cutting stations to ensure immediate flower processing capabilities.

Required Processing Equipment

- ☐ Sanitized Buckets/Containers
- ☐ Floral Preservative/Food
- ☐ Stem Trimmers/Shears
- ☐ Water Temperature Monitor
- ☐ Floral Cleaning Agent

Initial Bucket Inventory Count

Enter a number...

Last Sanitization Date

Enter date...

Water Treatment Protocol Notes

Write something...

Supplier Delivery Receipt

 Upload File

Station Supervisor Verification

Inventory Storage & Climate Control

Setting up floral coolers, humidity monitoring systems, and organized shelving for vases, ribbons, and hard goods.

Storage Areas Inspected

- ☐ Floral Cooler/Refrigeration
- ☐ Dry Goods Shelving
- ☐ Hard Goods Bin/Organizers
- ☐ Hydration/Bucket Station

Current Cooler Temperature (°C/°F)

Last Temperature Log Date

Inventory Shortage Notes

Inventory Audit Photo

 Upload File

Manager Verification

Waste Management & Recycling Systems

Implementing systems for organic green waste disposal, paper recycling, and plastic/floral foam management to maintain a clean studio.

Recycling Bin Categories

- ☐ Organic Green Waste (Stems/Leaves)
- ☐ Paper & Cardboard
- ☐ Plastic Wraps & Sleeves
- ☐ Floral Foam & Hard Waste

Designated Waste Disposal Area Location

Last Scheduled Waste Pick-up Date

Estimated Weekly Waste Volume (kg/lbs)

Waste Disposal Provider Status

- ☐ Active Subscription
- ☐ On-Call Service
- ☐ Self-Managed

Composting or Recycling Protocol Notes

Write something...

Lighting & Visual Presentation Setup

Configuring task lighting for intricate design work and ambient lighting for showcasing finished arrangements to clients.

Lighting Fixtures Installed

- ☐ Overhead Studio Task Lighting
- ☐ Display Spotlight for Finished Arrangements
- ☐ Accent Lighting for Retail Shelving
- ☐ Natural Light Window Management/Blinds

Lighting Intensity Check

Write something...

Display Area Prepared

- ☐ Complete
- ☐ In Progress
- ☐ Not Started

Studio Lighting Layout Diagram

 Upload File

Visual Presentation Notes

Write something...

Studio Manager Approval

Safety & Ergonomic Compliance

Ensuring all safety protocols are met, including first aid kits for cuts, non-slip flooring, and proper ventilation for floral treatments.

Safety Equipment Inspection

- ☐ First Aid Kit (Bandages, Antiseptic, Tweezers)
- ☐ Eye Wash Station Access
- ☐ Fire Extinguisher Inspection
- ☐ Non-Slip Floor Mats Installed
- ☐ Proper Ventilation/Air Filtration Active

Ergonomic Workstation Assessment

Write something...

Last Safety Audit Date

Enter date...

Floor Condition Status

- ☐ Dry and Clear
- ☐ Debris Present
- ☐ Slippery/Wet

Safety Officer Approval

Digital Workflow & POS Integration

Setting up the digital backbone of the studio, including order management software, label printers, and studio-to-delivery communication tools.

POS Software Installed

Write something...

Integrated Hardware Check

- ☐ Receipt Printer
- ☐ Barcode Scanner
- ☐ Card Reader/Payment Terminal
- ☐ Label Printer (for vases/tags)
- ☐ Customer Display

Software Update Completion Date

Enter date...

Digital Order Workflow Documentation

 Upload File

Inventory Sync Status

- ☐ Fully Synchronized
- ☐ Partial Sync (Manual Update Required)
- ☐ Not Started

Manager Verification

Supplies & Consumables Stocking

A final audit of all non-perishable essentials like floral tape, picks, foam, ribbons, and decorative accents required for day one operations.

Essential Floral Consumables Checklist

- ☐ Floral Tape (Various Colors)
- ☐ Floral Wire & Stem Supports
- ☐ Floral Foam (Wet & Dry)
- ☐ Flower Food & Preservatives
- ☐ Ribbons & Decorative Twine
- ☐ Hydration Sprays

Total Estimated Supply Budget (2026)

Enter a number...

Last Inventory Audit Date

Enter date...

Missing Supplies or Urgent Reorder Notes

Write something...

Upload Supplier Invoice or Purchase Order

 Upload File

Inventory Manager Verification

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✔ Finish

🔧 Generate Sample Report