



Product Presentation Checklist (Weekly) - Folding, straightening

Initial Assessment & Prioritization

Quickly evaluate the condition of the product displays and prioritize areas needing attention. Focus on high-traffic areas and key products first.

Overall Display Condition (1-5, 1=Poor, 5=Excellent)

Areas Requiring Immediate Attention (Select all that apply)

- ☐ High-Traffic Zones
- ☐ Key Product Displays
- ☐ Endcaps
- ☐ Shelves
- ☐ Tables
- ☐ Special Promotions

Brief notes on general observation of display condition.

Number of damaged or mis-folded items observed.

Enter a number...

Priority Level (Based on assessment)

☐ High

☐ Medium

☐ Low

Folding & Neatening - Apparel

Specific tasks related to folded apparel (shirts, pants, sweaters, etc.).

Number of stacks requiring re-folding

Enter a number...

Folding Method Consistency?

☐ Consistent

☐ Inconsistent - Adjustment Needed

Notes on Folding Issues (e.g., frequent creases, size discrepancies)

Write something...

Specific Apparel Types Needing Attention (Select all that apply)

- ☐ T-Shirts
- ☐ Pants/J Jeans
- ☐ Sweaters
- ☐ Dress Shirts
- ☐ Shorts
- ☐ Skirts

Stack Height Adherence?

- ☐ Compliant
- ☐ Needs Adjustment

Number of items refolded

Enter a number...

Straightening - Apparel on Hangers

Ensure items on hangers are neatly positioned, tags are visible, and the overall appearance is consistent.

Hanger Type Consistency?

- ☐ Consistent (All same type)
- ☐ Mostly Consistent
- ☐ Inconsistent - Needs Adjustment

Hook Placement

- ☐ All facing forward
- ☐ Mostly forward
- ☐ Needs Adjustment

Number of Items with Tag Facing Out

Enter a number...

Tag Condition

- ☐ Excellent (Clean & Secure)
- ☐ Good (Minor Wear)
- ☐ Fair (Damaged/Loose)
- ☐ Poor (Need Replacement)

Areas Needing Adjustment

- ☐ Spins/Twists
- ☐ Sleeve Alignment
- ☐ Pants/Skirts Folded Neatly
- ☐ Overall Hanger Placement

Notes on Specific Items

Write something...

Folding & Neatening - Non-Apparel (Linens, Towels, etc.)

Folding and straightening tasks for non-apparel items that are typically folded (e.g., towels, linens, blankets).

Number of Towel Stacks to Straighten

Enter a number...

Number of Linen Bundles to Neaten

Enter a number...

Folding Method (Standard or Alternate)

- ☐ Standard Fold
- ☐ Alternate Fold (e.g., for bulky items)

Stack Height Consistency?

- ☐ Yes - all stacks are consistent
- ☐ No - some variations in height

Notes on specific linen/towel folding issues encountered

Write something...

Number of damaged/mismatched linens/towels found

Enter a number...

Edge Alignment (towels/linens)

- ☐ Aligned
- ☐ Slightly Misaligned
- ☐ Significantly Misaligned

Description of adjustments made to uneven stacks

Write something...

Straightening - Non-Folded Items

Focus on items that are displayed without folding, ensuring they are aligned and visually appealing (e.g., shoes, accessories).

Shoe Alignment - Left/Right Pairs?

- ☐ Aligned
- ☐ Misaligned - Needs Adjustment

Accessory Display - Organized by Type?

- ☐ Yes - Organized
- ☐ No - Needs Sorting

Number of Loose Items (e.g., scarves, belts) Requiring Restocking

Enter a number...

Hat Display - Clean and Neatly Arranged?

- ☐ Yes - Clean & Neat
- ☐ No - Needs Attention

Sunglasses Display - Facing Correctly?

- ☐ Yes - Facing Forward
- ☐ No - Needs Rotation

Notes on Specific Display Issues (e.g., damaged items, unusual arrangements)

Write something...

Tag & Label Visibility

Confirm that price tags and product labels are clearly visible and undamaged for all folded and straightened items.

Number of Items with Obscured Tags

Enter a number...

Tag Condition (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Replacement

Tag Issues Found (Check all that apply)

- ☐ Missing Price Tags
- ☐ Damaged Tags
- ☐ Tags Obscured by Product
- ☐ Crooked/Misaligned Tags
- ☐ Incorrect Price Tags

Details of Specific Tag Issues (if any)

Write something...

Action Taken Regarding Damaged Tags

- ☐ Replaced Damaged Tags
- ☐ Re-Aligned Tags
- ☐ No Action Needed
- ☐ Further Investigation Required

Number of Tags Replaced

Enter a number...

Restocking & Refilling

After straightening, check and replenish stock levels to maintain a full and attractive display.

Initial Stock Count - Product A

Enter a number...

Restocked Quantity - Product A

Enter a number...

Initial Stock Count - Product B

Enter a number...

Restocked Quantity - Product B

Enter a number...

Restock Source (if applicable)

- ☐ Back Stock Room
- ☐ Storage Shelf
- ☐ Delivery
- ☐ N/A

Notes on Restocking (e.g., shortages, issues)

Write something...

Total Items Restocked

Enter a number...

Final Check & Adjustment

Step back and visually inspect the entire section, making any necessary final adjustments to ensure a polished and consistent presentation.

Overall Presentation - Satisfaction Level

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Approximate Time Spent (Minutes)

Enter a number...

Areas Requiring Further Attention (Select all that apply)

- ☐ Folding Consistency
- ☐ Hanger Alignment
- ☐ Stock Levels
- ☐ Tag Visibility
- ☐ None

Notes/Comments on Specific Issues Encountered

Write something...

Cleanliness of Display Area

- ☐ Spotless
- ☐ Clean
- ☐ Slightly Dusty
- ☐ Needs Cleaning

Date of Check

Enter date...

Time of Check