



Retail Store Opening And Security Inspection Checklist Template 2026

Store Perimeter and Exterior Security

Verification of all exterior entry points, signage, lighting, and perimeter integrity to ensure the building is secure before business hours.

Inspection Date

Inspection Time

Main Entrance Lock Status

- ☐ Secure/Locked
- ☐ Malfunctioning
- ☐ Unsecured

Exterior Lighting Check

- ☐ Front Entrance Lights
- ☐ Side/Loading Dock Lights
- ☐ Parking Lot Perimeter Lights
- ☐ Emergency Exit Lights

Exterior Signage Condition

Write something...

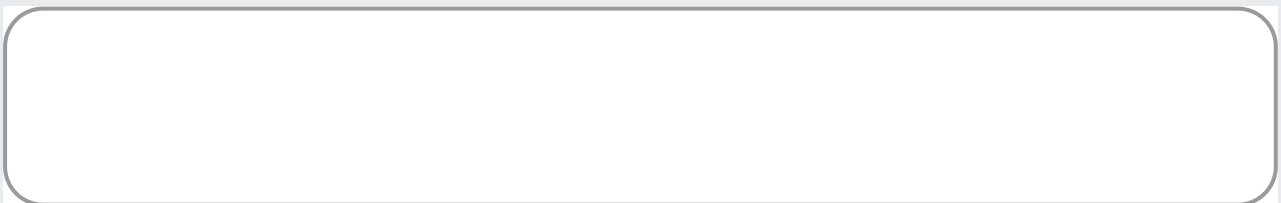
Photo of Perimeter Condition

 Upload File

Observations or Security Discrepancies

Write something...

Inspector Signature



Access Control and Entry Systems

Testing of electronic locks, alarm systems, keypad entries, and manual door hardware to ensure all access points are functioning correctly.

Inspection Date

Enter date...

Inspection Time

Enter time...

Main Entrance Lock Status

- ☐ Secure/Locked
- ☐ Malfunctioning
- ☐ Unlocked/Needs Repair

Electronic Access Points Verified

- ☐ Front Door Keypad
- ☐ Back Loading Dock Pad
- ☐ Staff Entry Card Reader
- ☐ Emergency Exit Hardware

Access System Discrepancies/Issues

Write something...

Security Lead Verification

Surveillance and Monitoring Systems

Inspection of CCTV camera angles, recording functionality, monitor visibility, and motion sensor responsiveness.

Inspection Date

Inspection Time

CCTV Camera Operational Status

- ☐ All cameras functional
- ☐ Partial failure (some cameras down)
- ☐ System offline

Monitored Components Check

- ☐ Motion Sensors
- ☐ Door Contact Sensors
- ☐ Digital Video Recorder (DVR/NVR) Status
- ☐ Remote Monitoring Connection

Discrepancies or Blind Spots Identified

Write something...

Upload Screenshot of Monitor Feed

 Upload File

Security Supervisor Verification

Interior Floor and Display Safety

Walkthrough of the sales floor to identify trip hazards, spills, debris, or improperly placed merchandise that could cause injury.

Floor Condition Status

- ☐ Clear and Safe
- ☐ Obstruction Detected
- ☐ Spill/Slip Hazard Detected

Hazard Description

Write something...

Identified Hazards

- ☐ Liquid Spills
- ☐ Loose Carpet/Tiles
- ☐ Debris/Trash
- ☐ Unsecured Shelving
- ☐ Blocked Walkways

Photo Evidence of Hazard

 Upload File

Time of Inspection

Enter time...

Inspector Acknowledgment

Point of Sale (POS) and Cash Management

Verification of register functionality, drawer integrity, cash float accuracy, and secure storage of daily receipts.

Inspection Date

Enter date...

Inspection Time

Enter time...

Register Number/Station

- ☐ Register 1
- ☐ Register 2
- ☐ Register 3
- ☐ Mobile/Tablet POS

Starting Cash Float Amount

Enter a number...

POS Functionality Check

- ☐ Card Reader Connection
- ☐ Receipt Printer Functionality
- ☐ Scanner/Barcode Reader Working
- ☐ Software/System Login Successful

Discrepancy Notes or Observations

Write something...

Manager/Supervisor Verification

Lighting and Electrical Safety

Checking all showroom, aisle, and emergency lighting, as well as inspecting power outlets and visible wiring for hazards.

Main Showroom Lighting Status

- ☐ All Lights Operational
- ☐ Some Bulbs/Fixtures Out
- ☐ Critical Lighting Failure

Emergency Exit Signage Functionality

- ☐ Illuminated and Clear
- ☐ Non-functional/Dim
- ☐ Obstructed

Number of Identified Faulty Bulbs

Electrical Hazard Observations

Photo of Identified Electrical Issues

 Upload File

Inspector Affirmation

Emergency Preparedness and Fire Safety

Inspection of fire extinguishers, emergency exit signage, evacuation routes, and first aid kit availability.

Fire Extinguisher Pressure Check

- ☐ Pressure is in the green zone
- ☐ Pressure is low/Needs maintenance
- ☐ Not applicable

Emergency Exit Path Clearance

- ☐ All exits unobstructed
- ☐ Emergency lights functioning
- ☐ Exit signage illuminated
- ☐ Evacuation maps clearly posted

Number of Visible Fire Extinguishers

Enter a number...

Last Fire Drill Date

Enter date...

Notes on Fire Safety Discrepancies

Write something...

Safety Inspector Signature

Inventory and Merchandising Readiness

Ensuring all high-value items are properly tagged, secured with anti-theft devices, and that shelves are correctly stocked for the day.

High-Value Item Security Check

- ☐ All security tags/sensors active
- ☐ Display cases locked and undamaged
- ☐ Security tethering intact
- ☐ Issues detected

Merchandising Standards Check

- ☐ Price tags visible and correct
- ☐ Shelving is fully stocked
- ☐ Promotional signage is properly displayed
- ☐ Damaged packaging removed

Discrepancy Count

Enter a number...

Inventory Discrepancy Notes

Write something...

Photo Evidence of Stock Layout

 Upload File

Inventory Auditor Signature

Staff Readiness and Operational Compliance

Verification of staff presence, uniform compliance, and review of the daily task roster and safety protocols.

Inspection Date

Enter date...

Inspection Time

Enter time...

Shift Manager On-Duty

☐ Yes

☐ No

Staff Uniform and Grooming Compliance

☐ Uniform Clean and Complete

☐ Name Tag Visible

☐ PPE/Safety Gear Present

☐ Compliance Issues Identified

Staffing Discrepancies or Notes

Write something...

Inspector Signature

< Previous

> Next

✔ Finish

🔧 Generate Sample Report