



Retail Store Opening & Closing Security Protocol Checklist 2026

Pre-Opening Perimeter & Exterior Inspection

Verification of external security, lighting, signage, and storefront integrity before entering the premises.

Inspection Date

Inspection Time

Exterior Security Points Verified

- ☐ Main Entrance Lock & Deadbolt Integrity
- ☐ Side/Rear Exit Doors Secured
- ☐ Window Displays & Glass Intact
- ☐ External Security Lighting Functional
- ☐ Perimeter Signage & Window Decals Secure

Exterior Lighting Condition

- ☐ All Lights Working
- ☐ Partial Failure (Note in Comments)
- ☐ Complete Failure - Maintenance Required

Observation Notes & Anomalies

Write something...

Photos of Perimeter/Security Issues

 Upload File

Inspector Signature

Store Entry & Alarm Deactivation

Procedures for disarming security systems, verifying alarm status, and confirming staff safe entry.

Deactivation Time

Enter time...

Staff Member Entering

- ☐ Store Manager
- ☐ Assistant Manager
- ☐ Security Personnel
- ☐ Other

Security Checkpoints Verified

- ☐ Front Door Lock Status
- ☐ Alarm Panel Status
- ☐ Internal Motion Sensor Status
- ☐ Back Exit Integrity

Alarm Error/Alert Notes

Write something...

Staff Verification Signature

Cash Management & Register Setup

Securing cash drawers, verifying float amounts, and preparing POS systems for daily transactions.

Date of Shift Start

Enter date...

Time of Cash Count

Enter time...

Starting Cash Float Amount

Enter a number...

Registers Verified

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

Cash Drawer Condition

- ☐ Secure & Functional
- ☐ Damaged/Requires Maintenance

Manager Verification

Internal Security & Surveillance Check

Testing of CCTV camera functionality, motion sensors, and monitoring of high-value display areas.

Surveillance Camera Status

- ☐ Front Entrance Camera
- ☐ Cash Wrap/POS Camera
- ☐ Stockroom/Back Office Camera
- ☐ High-Value Display Camera
- ☐ Exit/Loading Bay Camera

CCTV Recording System Status

- ☐ Operational (Recording)
- ☐ Error/Not Recording
- ☐ Maintenance Required

Detected Blind Spots or Obscured Views

Write something...

Number of Security Monitors Functioning

Enter a number...

Screenshot of Camera Feed Verification

 Upload File

Security Inspector Verification

Inventory & High-Value Asset Verification

Quick scan of high-theft zones, jewelry cases, or electronics to ensure all stock is present and secured.

Verification Date

Verification Time

High-Value Zones Inspected

- ☐ Jewelry & Accessories Case
- ☐ Electronics Display Area
- ☐ Designer Handbags/Luxury Goods
- ☐ High-End Cosmetics/Fragrance
- ☐ Backroom Safe/Vault

Discrepancies Detected

Incident or Discrepancy Details

Write something...

Photo Evidence of Secure Displays

 Upload File

Security Supervisor Sign-off

Store Closing: Cash Reconciliation & Deposit

End-of-day register balancing, preparing bank deposits, and securing excess cash in the safe.

Date of Reconciliation

Enter date...

Time of Cash Count Completion

Enter time...

Total Cash in Register (Physical Count)

Enter a number...

Total Expected Cash (System Report)

Enter a number...

Discrepancy Amount (Over/Short)

Enter a number...

Discrepancy Status

- ☐ Balanced
- ☐ Short
- ☐ Over

Discrepancy Explanation/Notes

Write something...

Upload Daily Sales Report/Z-Report

 Upload File

Manager/Supervisor Signature

Post-Transaction Security Sweep

Final walkthrough to ensure all customers have exited and no unauthorized persons remain in the building.

Areas Inspected for Unauthorized Persons

- ☐ Fitting Rooms
- ☐
- ☐ Restrooms
- ☐ Staff Breakroom
- ☐ Back Office
- ☐ Loading Dock/Delivery Entrance

All Rear/Emergency Exits Verified Locked

- ☐ Yes
- ☐ No - Issues Identified

Security Discrepancies or Observations

Write something...

Security Sweep Supervisor Signature

Facility Lockdown & Physical Security

Checking all internal doors, back exits, windows, and loading bay shutters are locked and bolted.

Locked Points of Entry

- ☐ Front Entrance Main Doors
- ☐ Rear Delivery/Loading Dock Door
- ☐ Side/Staff Emergency Exit
- ☐ Back Office Door
- ☐ Display Case/Cabinet Locks
- ☐ Window Displays/Panels

Safe & Vault Status

- ☐ Fully Locked & Secured
- ☐ Closed but Not Locked
- ☐ Requires Maintenance/Issue Found

Time of Final Lockdown

Closing Manager Verification

Alarm Activation & System Arming

Standardized steps for activating the security alarm and ensuring all sensors are active.

Alarm System Mode

- ☐ Stay Mode
- ☐ Away Mode
- ☐ Night Mode

Security Sensors Verified

- ☐ Motion Sensors
- ☐ Door/Window Contact Sensors
- ☐ Glass Break Sensors
- ☐ Perimeter Beams

Time of Alarm Activation

Security Code Used/Authorized Personnel

Manager Verification Signature

Final Exit & Log Completion

Final exit procedures and recording the time of lockdown and key handovers in the daily security log.

Date of Completion

Exact Time of Lockdown

Security System Status

- ☐ Armed and Active
- ☐ Armed with Delay
- ☐ Error/Maintenance Mode

Incident or Discrepancy Notes

Closing Manager Signature

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✔ Finish

✎ Generate Sample Report