



Shelf Stocking & Rotation Checklist (Daily) - FIFO (First In, First Out)

 Show only Checklist

Display Style
Default 

Receiving & Unpacking

Tasks to complete upon receiving new stock.

Delivery Date

Enter date...

Receiving Start Time

Enter time...



Number of Pallets Received

Enter a number...

Number of Boxes Received

Enter a number...

Condition of Delivery (Upon Arrival)

- ☐ Good
- ☐ Minor Damage
- ☐ Significant Damage - Report Required

Delivery Notes/Discrepancies

Write something...

Packing Slip Verified?

- ☐ Yes
- ☐ No

Discrepancy Details (If Applicable)

Write something...

Shelf Inspection & Organization

Assess current shelf conditions and initial organization.

Shelf Temperature (if applicable)

Enter a number...

Overall Shelf Cleanliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Note any spills, dust accumulation, or damage observed

Write something...

Shelf Straightness/Alignment

- ☐ Aligned
- ☐ Slightly Misaligned
- ☐ Misaligned - Requires Adjustment

Number of Empty Shelf Spaces

Enter a number...

Describe any obstructions or unusual conditions

Write something...

FIFO Rotation - Frontline Products

Rotating products that are most frequently accessed by customers.

Check Dates for Expiration/Best By

☐ Checked & Updated

☐ Needs Attention

Number of Frontline Products Rotated

Enter a number...

Frontline Stock Levels - Adequate?

- ☐ Yes
- ☐ No - Requires Restock

Notes on Frontline Rotation Issues (e.g., slow movers, damage)

Write something...

Rotation of Perishable Goods (if applicable)

- ☐ Completed
- ☐ Partial - Needs Further Attention

Quantity of Products Moved to Back Stock

Enter a number...

Frontline Product Facing Correct?

- ☐ Yes
- ☐ No - Adjusted

FIFO Rotation - Back Stock

Rotating products stored in the backstock area.

Lot/Date Code Verification

Enter a number...

Rotation Direction

- ☐ Forward
- ☐ Backward

Pallet/Bin # of Oldest Stock

Enter a number...

Quantity of Oldest Stock Moved

Enter a number...

Notes on Rotation (e.g., Unusual Conditions)

Write something...

Rotation Type

- ☐ Full Pallet
- ☐ Partial Pallet
- ☐ Bin Rotation

Date of Rotation

Enter date...

Damaged/Expired Goods Removal

Identifying and removing any damaged or expired items.

Number of Expired Items Removed

Number of Damaged Items Removed

Description of Damaged Goods (Type of Damage)

Description of Expired Goods (Product & Expiration Date)

Disposal Method Used (Expired/Damaged)

- ☐ Recycling
- ☐ Trash
- ☐ Returned to Vendor
- ☐ Other (Specify)

Notes on Disposal (If 'Other' Selected)

Write something...

Planogram Adherence & Visual Merchandising

Ensuring shelves are stocked according to planograms and maintaining visual appeal.

Planogram Followed?

- ☐ Yes
- ☐ No
- ☐ N/A

Planogram Deviations (if 'No' above)

- ☐ Incorrect Facing
- ☐ Incorrect Quantity
- ☐ Incorrect Product Placement
- ☐ Other (Specify in Long Text)

Details of Planogram Deviations (if 'Other' selected)

Write something...

Frontage of Key Products (e.g., Main SKU)

Enter a number...

Signage Correct & Visible?

- ☐ Yes
- ☐ No
- ☐ N/A

Signage Corrections Needed (if 'No' above)

Write something...

Photo of Shelf Facing

 Upload File

Endcap/Feature Display Maintenance

Checking and rotating stock on endcaps and promotional displays.

Endcap Stock Count - Verify against planogram?

Planogram Adherence (Endcap)

- ☐ Fully Compliant
- ☐ Minor Adjustments Needed
- ☐ Significant Adjustments Needed

Promotional Signage Present and Accurate?

- ☐ Price Tags
- ☐ Display Sign
- ☐ Featured Item Sign

Last Rotation Date (Endcap)

Notes on Endcap Condition (Damage, Cleanliness)

Quantity of Featured Item Remaining

Enter a number...

Rotation Required?

☐ Yes

☐ No