

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

Enter a number...

Number of Damaged Items Removed

Enter a number...

Description of Damaged Goods (Type of Damage)

Write something...

Description of Expired Goods (Product & Expiration Date)

Write something...

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