



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

Receiving & Unpacking

Tasks to complete upon receiving new stock.

Delivery Date

Receiving Start Time

Number of Pallets Received

Number of Boxes Received

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?

Enter a number...

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)

Enter date...

Notes on Endcap Condition (Damage, Cleanliness)

Write something...

Quantity of Featured Item Remaining

Enter a number...

Rotation Required?

- ☐ Yes
- ☐ No