



Store Manager Daily Operational Excellence Checklist 2026

Pre-Opening Readiness & Security

Verification of storefront security, alarm systems, entry points, and facility access protocols before staff arrival.

Inspection Date

Opening Time Completed

Security Perimeter Check

- ☐ Main Entrance & Locks Secured
- ☐ Alarms Disarmed Successfully
- ☐ Windows & Side Doors Inspected
- ☐ CCTV Cameras Functional

Store Perimeter Condition

- ☐ Secure & Intact
- ☐ Issues Detected (Report Required)

Discrepancy or Security Incident Notes

Write something...

Manager Authorization

Staffing & Personnel Management

Review of daily rosters, staff punctuality, uniform compliance, and morning briefing/daily goal setting.

Shift Date

Enter date...

Shift Start Time

Enter time...

Staff Members Present

- ☐ Store Manager
- ☐ Assistant Manager
- ☐ Sales Associate
- ☐ Cashier
- ☐ Stock Clerk

Uniform & Grooming Compliance

- ☐ Fully Compliant
- ☐ Minor Issues Noted
- ☐ Non-Compliant

Morning Briefing Notes & Daily Sales Targets

Write something...

Manager Verification

Store Appearance & Visual Merchandising

Assessment of window displays, floor cleanliness, signage accuracy, and product replenishment/facing standards.

Window Display Condition

- ☐ Excellent
- ☐ Acceptable
- ☐ Requires Immediate Attention

Merchandising Tasks Completed

- ☐ Product Facing/Fronting
- ☐ Price Tag Verification
- ☐ Mannequin Re-dressing
- ☐ Promotional Signage Updated
- ☐ Empty Shelf Clearance

Identified Merchandising Gaps

Write something...

Store Floor Photo Evidence

 Upload File

Visual Audit Date

Enter date...

Manager Verification

Operational Safety & Compliance

Inspection of walking paths, emergency exits, fire safety equipment, and adherence to health and safety regulations.

Inspection Date

Enter date...

Emergency Exit Clearance Status

- ☐ Clear and Unobstructed
- ☐ Obstruction Detected

Safety Equipment Check

- ☐ Fire Extinguishers
- ☐ First Aid Kit
- ☐ Spill Kits
- ☐ Smoke Detectors

Floor Slip Hazard Count

Enter a number...

Photo Evidence of Safety Issue

 Upload File

Safety Incident/Hazard Notes

Write something...

Manager Safety Sign-off

Point of Sale (POS) & Cash Management

Verification of cash drawer floats, transaction accuracy, payment terminal functionality, and receipt paper levels.

Audit Date

Audit Time

Cash Drawer Float Verified

☐ Yes☐ No

Total Cash Discrepancy Amount

Payment Terminal Functionality Check

- ☐ Credit Card Reader
- ☐ Contactless/NFC
- ☐ Receipt Printer
- ☐ Barcode Scanner

Discrepancy Notes & Resolution Plan

Write something...

Store Manager Signature

Inventory & Stockroom Oversight

Monitoring of new shipments, stockroom organization, price tag accuracy, and replenishment of high-demand items.

Inventory Audit Date

Enter date...

Stockroom Organization Status

- ☐ Organized & Compliant
- ☐ Needs Attention
- ☐ Critical/Disorganized

Number of Unprocessed Shipments Received Today

Enter a number...

Inventory Tasks Completed

- ☐ Stock Replenishment
- ☐ Damaged Goods Logged
- ☐ Price Tag Update
- ☐ Expiry Date Check
- ☐ Cycle Count Performed

Discrepancy Notes & Shrinkage Observations

Write something...

Upload Delivery Manifest/Invoice Photos

 Upload File

Inventory Supervisor Verification

Customer Experience & Service Standards

Audit of customer service protocols, greeting standards, and availability of shopping aids (baskets/trolleys).

Service Standards Audit Checklist

- ☐ Staff greeting customers within 30 seconds of entry
- ☐ Staff actively offering assistance to browsing customers
- ☐ Cleanliness of fitting rooms and trial areas
- ☐ Availability of staff to assist with product queries
- ☐ Effective handling of customer inquiries and complaints

Customer Footfall Volume Rating

- ☐ Low
- ☐ Moderate
- ☐ High/Peak

Customer Feedback Summary

Write something...

Manager Verification

Facility & Equipment Maintenance

Checklist for lighting, HVAC performance, restroom cleanliness, and functional testing of essential store equipment.

Equipment Inspected

- ☐ HVAC & Climate Control
- ☐ Lighting & Interior Fixtures
- ☐ Digital Signage & Screens
- ☐ Cleaning Equipment (Vacuums/Mops)
- ☐ Security Hardware (Locks/Sensors)

HVAC Temperature Status

- ☐ Optimal
- ☐ Too High
- ☐ Too Low
- ☐ Requires Immediate Repair

Maintenance Issues Identified

Write something...

Detailed Maintenance Notes

Write something...

Photo Evidence of Damage/Issue

 Upload File

Manager Verification

End-of-Day Closing & Financial Reconciliation

Procedures for daily sales reporting, cash deposit preparation, locking procedures, and powering down non-essential systems.

Closing Date

Enter date...

Actual Closing Time

Enter time...

Total Cash Drawer Balance

Enter a number...

Total Credit/Debit Transactions Count

Enter a number...

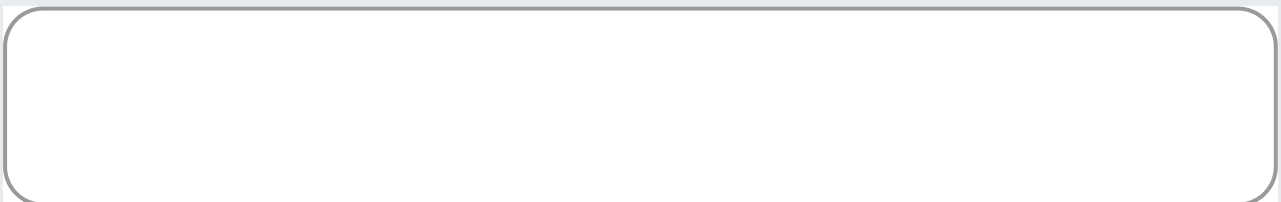
Closing Security Tasks Completed

- ☐ All registers drawer balanced
- ☐ All back doors and windows locked
- ☐ Alarm system armed
- ☐ All lights and non-essential electronics turned off

Daily Sales Report / Z-Report Image

 Upload File

Store Manager Signature



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✓ Finish

 Generate Sample Report