



# Store Opening Checklist: Retail Operations & Customer Safety

## Pre-Opening Preparations

Tasks completed prior to opening doors to customers, including inventory, staff training, and marketing.

### Target Opening Date

### Number of Staff Scheduled for Opening Day

### Summary of Staff Training Completed (including dates)

### Marketing Materials Delivered?

☐

Flyers

☐

Posters

☐

Window Decals


☐

Social Media Campaign Assets

### Permits & Licenses Obtained?

- ☐ Yes
- ☐ No
- ☐ Pending

### Proof of Insurance (Uploaded)

 Upload File

### Scheduled Time for Final Staff Briefing

## Store Layout & Display

Ensuring the store layout is functional, visually appealing, and compliant with safety regulations.

### Aisle Width Verification (Feet)

Enter a number...

### ADA Compliance Checkpoints (Select all that apply)


- ☐ Ramp Accessibility
- ☐ Accessible Restrooms
- ☐ Accessible Checkout Counters
- ☐ Clear Pathways
- ☐ Signage Height & Contrast

**Emergency Exit Route Map Location**

 [Set My Current Location](#)



**Photos of Display Merchandising**

 [Upload File](#)

**Number of Planters/Decorative Items**

Enter a number...

**Notes on Display Adjustments Needed**

Write something...

### Lighting Adequacy (Excellent/Good/Fair/Poor)

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

## Point of Sale (POS) System & Transactions

Verification of POS functionality, payment processing, and transaction security.

### Starting Cash Drawer Amount

### Payment Processor Verification Status

- ☐ Verified
- ☐ Needs Verification

### Terminal Software Version

### Supported Payment Types

- ☐ Cash
- ☐ Credit Card
- ☐ Debit Card
- ☐ Mobile Payment (e.g., Apple Pay)
- ☐ Gift Cards

### Last System Backup Date

Enter date...

### Next Scheduled Maintenance Time

### Notes on any System Issues

Write something...

## Inventory Management & Stock Levels

Checking inventory accuracy, ensuring sufficient stock, and verifying receiving procedures.

### Initial Stock Count for Key Items (e.g., Size Medium T-Shirts)

Enter a number...

### Minimum Stock Threshold for Reordering (e.g., Units)

Enter a number...

### Receiving Procedure Verified?

☐

Yes

☐

No

### Inventory Categorization Correct?

- ☐ Seasonal
- ☐ Essential
- ☐ Promotional

### Date of Last Inventory Audit

Enter date...

### Notes on Stock Discrepancies (if any)

Write something...

### Number of Pallets Received

Enter a number...

### Damaged Goods Identified?

- ☐ Yes
- ☐ No

## Staff Readiness & Training

Confirming staff schedules, assigning roles, and verifying training completion on key operational procedures.

### Number of Staff Scheduled

Enter a number...

### All Staff Completed Mandatory Safety Training?

- ☐ Yes
- ☐ No
- ☐ In Progress

### Training Modules Completed (Select All That Apply)

- ☐ POS System Training
- ☐ Customer Service Protocol
- ☐ Loss Prevention Training
- ☐ Emergency Procedures
- ☐ Product Knowledge
- ☐ Store Opening Procedures

### Last Refresher Training Date (POS)

Enter date...

### Notes on Individual Staff Readiness

Write something...

### Designated Supervisor On-Site?

- ☐ Yes
- ☐ No

### Scheduled Shift Start Time Verification

**Supervisor Signature - Staff Readiness Verified**

# Safety & Security Protocols

Ensuring compliance with safety regulations, security systems are operational, and emergency procedures are in place.

**Fire Extinguisher Inspection Date**

Enter a number...

**Security System Activated?**

- ☐ Yes
- ☐ No

**Emergency Lighting Test Date**

Enter date...

**Security System Notes (if applicable)**

Write something...

**First Aid Kit Present and Stocked?**

- ☐ Yes
- ☐ No



### Location of Fire Exit Maps

 [Set My Current Location](#)



### Number of Security Personnel (if applicable)

Enter a number...

## Customer Experience & Accessibility

Checking cleanliness, signage, accessibility for all customers, and ensuring a welcoming environment.

### Ambient Temperature (°C)

Enter a number...

### Music Volume Level

- ☐ Too Loud
- ☐ Appropriate
- ☐ Too Quiet

### Accessibility Features Checked

- ☐ Ramp Access
- ☐ Accessible Restrooms
- ☐ Wide Aisles
- ☐ Clear Signage (Large Print)
- ☐ Accessible Checkout Counter

### Customer Service Script Review Notes

Write something...

### Overall Store Cleanliness

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

### Employee Name Greeting Customers

Write something...

## Marketing & Promotion Launch

Confirming marketing materials are displayed and online promotions are active.

### Social Media Launch Checklist

- ☐ Facebook Post Scheduled
- ☐ Instagram Post Scheduled
- ☐ Twitter Post Scheduled
- ☐ TikTok Video Uploaded

### Promotional Banner Displayed (Image)

 Upload File

### Email Marketing Campaign Start Date

Enter date...

### Number of Printed Flyers Distributed

Enter a number...

### Local Advertising Placement Status

- ☐ Not Started
- ☐ In Progress
- ☐ Completed

### Summary of Launch Campaign Messaging

Write something...

## Final Walkthrough & Sign-Off

A comprehensive final inspection prior to opening to the public.

Walkthrough Completion Date

Enter date...

Walkthrough Completion Time

Notes & Observations during Walkthrough

Write something...

Temperature Reading (Store Interior)

Enter a number...

Overall Readiness Assessment


- ☐ Fully Ready
- ☐ Ready with Minor Adjustments
- ☐ Requires Significant Corrections

Walkthrough Lead Signature

Security System Status

- ☐ Active and Functional
- ☐ Needs Adjustment
- ☐ Malfunctioning

**Photos of Key Areas (Optional)**

 Upload File