Store Opening Readiness Checklist

A daily pre-open check for store managers and opening leads. Critical items must pass before doors open.

Store: _____ **Date:** _____ **Completed by:** _____

Mark each item **P** (pass), **N** (pass with note — half credit), **F** (fail), or **N/A**. ★ **Critical** items count 3x, and any critical fail means the store needs action this week.

Exterior & entry

#	Item	P	N	F	N/A	Notes / owner
1	★ Exterior signage lit; store hours posted and correct					
2	Sidewalk, entry, and parking lot clear of trash and hazards					
3	★ Entry doors unlock and open freely; mats in place					
4	Windows and door glass clean					

Sales floor

#	Item	P	N	F	N/A	Notes / owner
5	All aisles and departments fully lit					
6	★ Overnight freight worked; no carts or boxes left in aisles					
7	★ Top sellers and ad items in stock and faced					
8	Today's promo signage up; expired signage removed					
9	★ Floors swept/mopped; no spills or trip hazards					
10	Fitting rooms / restrooms clean and stocked					

Registers & cash

#	Item	P	N	F	N/A	Notes / owner
11	★ Registers powered on, logged in, and tested with a scan					
12	★ Cash drawers counted and verified to the starting bank					
13	Card terminals online; receipt paper and bags stocked					
14	Checkout area clean; impulse displays full					

Safety & security

#	Item	P	N	F	N/A	Notes / owner
15	Alarm disarmed and opening logged					
16	★ Fire exits unlocked, unobstructed, and signage lit					
17	Fire extinguishers accessible and in date					
18	EAS gates and cameras on					
19	★ Back door closed and secured					

Run this checklist on your phone with photos, scoring & automatic follow-ups — storeauditiq.com

Team & systems

#	Item	P	N	F	N/A	Notes / owner
20	★ Scheduled openers present; call-outs covered					
21	Pre-shift huddle done: sales goal, promos, focus for the day					
22	Manager-on-duty assigned and known to the team					
23	Phones, POS, and handhelds working; online orders queue checked					
24	Yesterday's open issues reviewed and assigned					

Total points earned: _____ **Possible (excl. N/A):** _____ **Score %:** _____ **Critical fails:** _____

Scoring: Pass = weight, Pass with note = half weight, Fail = 0. Score % = points earned ÷ possible. 90%+ good shape · 70–89% watch · below 70% act this week.

Run this checklist on your phone with photos, scoring & automatic follow-ups — storeauditiq.com