

Convenience Store End-of-Day Closing Checklist

Store Cleanliness

- ☐ Sweep and mop floors
- ☐ Wipe down counters and shelves
- ☐ Empty trash bins
- ☐ Clean restrooms

Merchandise & Equipment

- ☐ Restock shelves and coolers
- ☐ Check expiration dates and remove expired items
- ☐ Turn off/store coffee and food equipment
- ☐ Secure tobacco and alcohol products

Cash Handling

- ☐ Count cash register
- ☐ Prepare deposit
- ☐ Log register totals
- ☐ Secure cash drawer/safe

Security

- ☐ Lock all doors and windows
- ☐ Set alarm system
- ☐ Check exterior lighting

Additional Notes