

Daily Retail Store Closing Checklist

| Task | Completed |
|---|--------------------------|
| Count cash register and prepare deposit | <input type="checkbox"/> |
| Close out POS system | <input type="checkbox"/> |
| Lock cash drawer and safe | <input type="checkbox"/> |
| Clean sales floor and counters | <input type="checkbox"/> |
| Restock bags and supplies | <input type="checkbox"/> |
| Turn off lights and equipment | <input type="checkbox"/> |
| Check and lock all doors and windows | <input type="checkbox"/> |
| Set alarm system | <input type="checkbox"/> |
| Take out trash and recyclables | <input type="checkbox"/> |
| Final walk-through of store | <input type="checkbox"/> |

Staff Signature: _____

Date: _____

Notes:

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