

Pharmacy Retail Closing Checklist

Date:

Time:

Employee:

Operational Tasks

☐ Cash register counted and balanced ☐ Safe secured ☐ All computers/workstations logged out ☐
Phones forwarded to voicemail or after hours ☐ Narcotics cabinet secured

Facility Tasks

☐ Shelves/neat and stocked ☐ Refrigerator/freezer temperature checked ☐ Trash removed ☐ Floor
cleaned ☐ All lights off ☐ All doors locked & alarm set

Notes

Supervisor Signature:

Date: