

Retail Store Security Closing Checklist

PRE-CLOSING TASKS

- ☐ Count and secure all cash drawers
- ☐ Deposit cash in safe
- ☐ Lock and secure all confidential files/documents
- ☐ Check for suspicious activity inside and outside the store

STORE WALKTHROUGH

- ☐ Inspect all aisles, fitting rooms, and restrooms
- ☐ Ensure all customers and employees have exited premises
- ☐ Turn off unnecessary lights and equipment
- ☐ Secure expensive inventory/merchandise

SECURITY MEASURES

- ☐ Activate alarm system
- ☐ Check all security cameras are operating
- ☐ Lock all doors and windows
- ☐ Check emergency exits are locked

CLOSING DETAILS

Date:

Time:

Manager on Duty:

Notes / Incidents:

Signature: