

Retail Shop Closing Checklist

Store Area

- ☐ Organize and restock shelves
- ☐ Sweep and/or vacuum floor
- ☐ Wipe counters and displays
- ☐ Empty trash bins

Point of Sale

- ☐ Close out cash register and count cash
- ☐ Process end-of-day sales report
- ☐ Store cash in safe

Security & Final Checks

- ☐ Lock all doors and windows
- ☐ Set security alarm
- ☐ Turn off lights and equipment

Notes / Issues