

Home Decor Retail Store Audit Template

Store Information

Store Name

Location

Date of Audit

Auditor Name

Store Appearance

Checkpoint	Status	Comments
Entrances/Exits clean and clear	<input type="text"/>	<input type="text"/>
Floors are clean and tidy	<input type="text"/>	<input type="text"/>
Lighting is functional	<input type="text"/>	<input type="text"/>
Window displays are updated	<input type="text"/>	<input type="text"/>

Merchandising

Checkpoint	Status	Comments
Shelves are well-stocked and organized	<input type="text"/>	<input type="text"/>
Product displays are appealing	<input type="text"/>	<input type="text"/>
Promotion signage is visible and accurate	<input type="text"/>	<input type="text"/>

Customer Service

Checkpoint	Status	Comments
Staff greeting customers	<input type="text"/>	<input type="text"/>
Staff appearance (uniform/badge)	<input type="text"/>	<input type="text"/>
Checkout process is efficient	<input type="text"/>	<input type="text"/>

Health & Safety

Checkpoint	Status	Comments
Emergency exits accessible	<input type="text"/>	<input type="text"/>
Fire extinguishers visible and inspected	<input type="text"/>	<input type="text"/>
No tripping hazards	<input type="text"/>	<input type="text"/>

Additional Notes