

Backroom Organization Walkthrough Template

Store Information

Store Name

Date

Conducted By

Backroom Areas

1. Receiving Area

☐ Area is clean and clear of obstructions

☐ Supplies are stored properly

☐ Proper signage visible

Notes

2. Storage Area

☐ Racks organized and labeled

☐ Aisles are accessible

☐ No items stored on the floor

Notes

3. Equipment & Tools

☐ Carts and ladders in designated area

☐ Equipment clean and functional

Notes

General Observations

Strengths

Opportunities for Improvement

