

# Retail Store Closing Maintenance Log

Date:

Store Number/Location:

Manager on Duty:

## Closing Tasks Checklist

Task	Completed	Notes
Count & secure cash registers	<input type="checkbox"/>	<input type="text"/>
Lock all storage/stock room doors	<input type="checkbox"/>	<input type="text"/>
Clean all work areas	<input type="checkbox"/>	<input type="text"/>
Check & empty trash bins	<input type="checkbox"/>	<input type="text"/>
Turn off all lights & equipment	<input type="checkbox"/>	<input type="text"/>
Secure all entry/exit doors	<input type="checkbox"/>	<input type="text"/>
Set alarm/security system	<input type="checkbox"/>	<input type="text"/>

## Additional Notes

Employee Signature

Date

Manager Signature

Date