

# Retail Store Closing Security Checklist

Date:

Manager/Supervisor:

## General Store Area

- ☐ All customers have left the premises
- ☐ All aisles and exits checked for lingering persons
- ☐ Emergency exits clear and secure
- ☐ Lights turned off as required
- ☐ All doors locked (including side/back doors)
- ☐ Security alarm system armed

## Cash Handling

- ☐ Registers counted and balanced
- ☐ Cash removed and secured
- ☐ Safe locked

## Equipment and Utilities

- ☐ POS systems turned off
- ☐ Computers and monitors powered down
- ☐ Heating/Cooling adjusted or switched off
- ☐ Electrical appliances switched off
- ☐ Store room/stockroom checked and locked

## Exterior

- ☐ Exterior doors and windows checked and locked
- ☐ Perimeter lights working
- ☐ Parking lot checked

## Additional Notes

**Signature**

