

# STORE DAILY CHECKLIST

## Daily Opening Checklist

Performed by: \_\_\_\_\_

	Activity
<input type="checkbox"/>	Check store for forced entry
<input type="checkbox"/>	Open gates/shutters, if applicable
<input type="checkbox"/>	Unlock the door, proceed to alarm panel and enter code (typical alarm "grace period" is between 15-30 seconds)
<input type="checkbox"/>	Clock into RSPOS and put on your nametag
<input type="checkbox"/>	Set HVAC to day time setting (if required)
<input type="checkbox"/>	Verify that the Petty Cash amount matches previous day closing; Go to bank to get change if needed
<input type="checkbox"/>	Rotate surveillance tape, if applicable, and alternate RSPOS back up media daily
<input type="checkbox"/>	Check Franchise Online for the latest news or store bulletins.
<input type="checkbox"/>	Read This Week @ RadioShack and other email and post latest issue
<input type="checkbox"/>	Review the "Daily Planner" for the day
<input type="checkbox"/>	Print Time Clock Report and follow-up with any associates who did not clock-in or out from the previous day
<input type="checkbox"/>	Set the sales per hour daily goals; assign daily cleaning activities
<input type="checkbox"/>	Remove bars off back door, if applicable
<input type="checkbox"/>	Turn on all designated circuit breakers; all TV, Audio, and Computer interactive products
<input type="checkbox"/>	Put out any merchandise displays that are utilized outside of the store in the mall area (if applicable)
<input type="checkbox"/>	Open the Store
<input type="checkbox"/>	
<input type="checkbox"/>	

## Daily Closing Checklist

Performed by: \_\_\_\_\_

	Activity
<input type="checkbox"/>	Ensure that the bank deposit is made
<input type="checkbox"/>	Compare actual performance with daily goals using the 3x5 Goal Cards and ensure assigned activities are completed
<input type="checkbox"/>	Organize all end of day paperwork (separate refunds/voids) and place on desk for Manager's review in the morning
<input type="checkbox"/>	Make sure the printer and fax machine have enough paper
<input type="checkbox"/>	Empty all waste receptacles (execute during daylight hours if possible)
<input type="checkbox"/>	Vacuum entire store – perform prior to store closing if possible
<input type="checkbox"/>	Verify counter area is organized and returned merchandise has been handled accordingly
<input type="checkbox"/>	Retrieve any merchandise displays that are outside of the store in the mall area (if applicable)
<input type="checkbox"/>	Ensure all customers have left the store and lock doors
<input type="checkbox"/>	Set HVAC to night time setting
<input type="checkbox"/>	Rotate surveillance tape, if applicable
<input type="checkbox"/>	Place bars on backdoor, if applicable
<input type="checkbox"/>	Turn off all designated circuit breakers; all TV, Audio, and Computer interactive products
<input type="checkbox"/>	Clock out of RSPOS and Set alarm
<input type="checkbox"/>	Lock store doors before leaving the premises
<input type="checkbox"/>	Close gates/shutters, if applicable
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## Daily Report Checklist

Performed by: \_\_\_\_\_

	Activity
<input type="checkbox"/>	Refund tickets are signed by the Associate and customer, and the Manager or Associate in Charge if Store Manager is absent
<input type="checkbox"/>	Physically review all refunded products over \$35
<input type="checkbox"/>	"Discount on Tickets", "Regular Merchandise and RSU Price Changes" changes made reports reviewed for compliance
<input type="checkbox"/>	Credit Card transactions are signed by customer (review sales tickets)
<input type="checkbox"/>	Manually entered Credit Card tickets are legibly imprinted with card
<input type="checkbox"/>	RSAP application tickets are signed by customer and are accounted for.
<input type="checkbox"/>	Cellular and PCS contracts signed by customer and are accounted for using "Cellular Activations Detail" and PCS sales report
<input type="checkbox"/>	Cellular and PCS contracts match transaction type on sales ticket (i.e. New Activation, Upgrade, Family Plan, etc.)
<input type="checkbox"/>	Cellular and PCS contracts and deposits verified
<input type="checkbox"/>	All necessary tickets, documents and deposit slip placed in Daily Reports envelope/File
<input type="checkbox"/>	

Manager's Signature (assumes all activities were performed) \_\_\_\_\_ June 2006, Ver 2

Date \_\_\_\_\_