

SOP Template: Retail Store Locking, Alarm Arming, and End-of-Day Checklist

This SOP details the **retail store locking, alarm arming, and end-of-day checklist** procedures, ensuring the secure closure of the store. It includes steps for verifying all merchandise is accounted for, securing cash registers and safes, activating the alarm system, turning off non-essential equipment, locking all doors and windows, and documenting any unusual incidents. The goal is to maintain store security, prevent theft, and ensure all closing tasks are completed efficiently and accurately.

1. Responsibilities

- **Store Manager/Key Holder:** Overall responsibility for ensuring closing procedures are properly followed.
- **Closing Staff:** Assist with all closing tasks, as assigned.

2. End-of-Day Checklist

1. **Verify Merchandise**
 - Ensure all merchandise is accounted for and properly displayed or stored.
 - Check fitting rooms, returns area, and back stock for misplaced items.
2. **Secure Cash & Financial Assets**
 - Count and balance all registers.
 - Deposit cash into safe according to store procedures.
 - Ensure safes and cash drawers are locked.
3. **Turn Off Non-Essential Equipment**
 - Switch off lights (except security lights), electronics, and displays.
 - Ensure heating/cooling is set to after-hours mode (if applicable).
4. **Lock Doors & Windows**
 - Check and lock all exterior and interior doors.
 - Verify windows are fully closed and locked.
5. **Activate Alarm System**
 - Ensure all motion detectors and sensors are unobstructed.
 - Arm the alarm system before exiting.
 - Wait for confirmation of successful activation.
6. **Document Unusual Incidents**
 - Record any suspicious activity, security breaches, or incidents in the logbook or digital system.
 - Notify management/security as needed.

3. Closing Checklist Log (Sample Table)

Task	Completed By	Time	Notes
All merchandise accounted for			
Registers balanced & cash secured			
Non-essential equipment off			
All doors & windows locked			
Alarm system armed			
Incidents documented			

4. Notes & Reminders

- *Never share alarm codes or safe combinations with unauthorized personnel.*
- Report any issues with locks, doors, windows, or alarm system to management immediately.
- Double-check that all team members have exited before final lock-up.