

# Standard Operating Procedure (SOP): Store Closing and Next-Day Preparation Checklist

## Purpose:

This SOP details the **store closing and next-day preparation checklist**, covering essential tasks such as securing cash registers, cleaning and organizing merchandise, restocking shelves, checking inventory levels, setting alarms and locking doors, and preparing the store layout for the following business day. The objective is to ensure a smooth closing process while optimizing readiness and efficiency for next-day operations, enhancing store safety and customer satisfaction.

## Scope

This procedure applies to all store staff responsible for closing duties and preparing the store for the next day's business operations.

## Procedure

### 1. Cash Register Closing

- Count cash in registers and reconcile against transaction records.
- Remove cash drawers and store them securely in the safe.
- Run necessary end-of-day financial reports.

### 2. Cleaning and Organization

- Clean all surfaces, counters, and restock point-of-sale materials.
- Organize shelves, displays, and merchandise to standard layouts.
- Dispose of waste and empty bins as needed.

### 3. Restocking

- Check low-stock items and replenish from storage areas.
- Fill displays and shelves to optimal levels for next-day opening.

### 4. Inventory Check

- Review inventory levels and note shortages or overstocked items.
- Report discrepancies to the store manager/supervisor.

### 5. Safety & Security Measures

- Ensure all customers have exited the store.
- Switch off non-essential lights and appliances.
- Set security alarms and surveillance systems.
- Lock all doors, windows, and access points securely.

### 6. Next-Day Preparation

- Prepare opening float and transaction materials for the next day.
- Review opening staff schedules and note any handovers or updates.
- Ensure entrance, aisles, and displays are clear and welcoming.

## Responsibilities

- All closing staff: Execute tasks as per checklist and sign-off upon completion.
- Store Manager/Supervisor: Oversee closing procedures, address discrepancies, approve completion.

## Documentation

- End-of-day financial reports and cash count sheets.
- Completed closing checklist, including staff signatures and manager approval.
- Inventory notes or reports on discrepancies.

## Health & Safety

- Use caution with cleaning chemicals and equipment.
- Report any hazards or safety issues immediately to management.

## Revision History

- Date: [Enter Date]
- Version: 1.0
- Prepared by: [Preparer Name/Role]
- Approved by: [Approver Name/Role]