

SOP: Daily Store Opening Cleanliness Checks and Reset

This SOP details the process for **daily store opening cleanliness checks and reset**, including inspecting all areas for cleanliness, restocking essential items, organizing merchandise displays, ensuring equipment is functional, and preparing the store environment to provide a welcoming and hygienic shopping experience for customers. The goal is to maintain high standards of store presentation and operational readiness at the start of each business day.

1. Purpose

To establish a consistent process for ensuring the store is clean, organized, well-stocked, and ready to welcome customers at opening each day.

2. Scope

Applies to all store opening staff and supervisors responsible for store readiness prior to business hours.

3. Responsibilities

- **Opening Staff:** Execute daily cleanliness checks, restock items, reset displays, and verify equipment status.
- **Supervisor/Manager:** Verify completion of opening checks, address discrepancies, and sign off on the daily checklist.

4. Procedure

- Arrival and Preparation**
 - Arrive at least 30 minutes before opening time.
 - Ensure access to cleaning supplies and opening checklist.
- Store Cleanliness Inspection**
 - Inspect floors, shelves, counters, and entrance for cleanliness.
 - Clean glass surfaces and handles as needed.
 - Empty trash bins and replace liners.
 - Sanitize high-touch areas (registers, doors, etc.).
- Restock Essentials**
 - Refill bags, receipt paper, and other front-of-house consumables.
 - Top up restroom supplies (toilet paper, soap, hand towels).
- Merchandise and Display Reset**
 - Organize and straighten merchandise displays and shelving.
 - Check for gaps or misplaced items and correct as necessary.
 - Ensure promotional materials are current and properly placed.
- Equipment Check**
 - Verify all lights, POS systems, and relevant equipment are functioning.
 - Report any malfunctions to management immediately.
- Final Walkthrough**
 - Conduct a final walkthrough of all areas.
 - Confirm completion of all opening tasks using the checklist.
- Manager Sign-Off**
 - Supervisor/manager reviews and signs the checklist before opening the doors to customers.

5. Daily Opening Cleanliness Checklist

Area	Task	Completed (Y/N)	Remarks
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Area	Task	Completed (Y/N)	Remarks
Entrance	Sweep and clean door/glass, sanitize handles		
Sales Floor	Clean floors, organize displays, restock supplies		
Counters & Register	Sanitize surfaces, check equipment, fill consumables		
Restrooms	Clean surfaces, restock soap & paper, empty bins		
Backroom/Storage	Organize supplies, empty trash, clean floor		
Other	Equipment functionality check		

6. Documentation

- Completed and signed checklist to be filed daily for record-keeping and audit purposes.
- Note any corrective actions and follow up as required.

7. Revision History

Version	Date	Description	Prepared By
1.0	2024-06-XX	Initial SOP Release	Store Manager