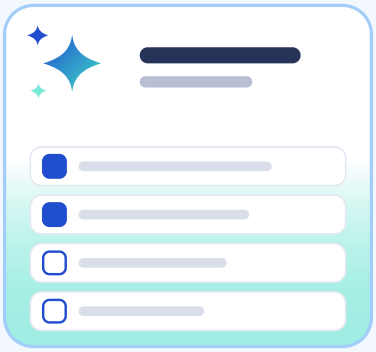
YOOBIC

OPENING

Store opening checklist

Complete these six steps in order before the doors open. Never open alone: at least two people arrive together.



STORE _____

DATE _____

OPENING TIME _____

1 Step 1. Arrive together and check the outside

- [ ] At least two people present before anyone goes in
- [ ] Delivery bay checked
- [ ] Doors, windows and shutters checked for damage or forced entry
- [ ] If anything looks wrong: don't go in, call the store manager or security team

2 Step 2. Disarm, lock behind you and sweep inside

- [ ] One keyholder disarms the alarm and relocks the door; the second waits outside
- [ ] All clear confirmed before the rest of the team comes in
- [ ] Restrooms, fitting rooms, stockroom and back offices swept

3 Step 3. Count floats and start the registers

- [ ] Floats counted in the cash office, not on the sales floor
- [ ] Registers, card readers and handhelds started and connected
- [ ] Float amounts logged; any shortage recorded before trading starts

4 Step 4. Walk the floor for safety

- [ ] Every fire exit clear and opens from the inside
- [ ] Lighting, heating and first aid supplies checked
- [ ] No spills, trip hazards or broken fixtures
- [ ] Anything not fixed logged as a task with a named owner

5 Step 5. Get the sales floor ready

- [ ] Gaps restocked from the backroom and shelves faced up
- [ ] Photo of key displays shared with the area manager
- [ ] Promotions and prices checked against the plan

6 Step 6. Run the opening huddle

- [ ] Day's targets and promotions covered
- [ ] Safety issues shared and area cover agreed

SIGN-OFF

KEYHOLDER 1 _____

KEYHOLDER 2 _____

TIME COMPLETED _____

YOOBIC

CLOSING

Store closing checklist

Complete these six steps in order at the end of trading. Sweep the store before any cash is counted, and leave together.



STORE _____

DATE _____

CLOSING TIME _____

7 Step 7. Announce closing and lock the entrance

- [ ] 15-minute and 5-minute warnings given
- [ ] Main entrance locked at closing time; remaining customers let out

8 Step 8. Sweep every area

- [ ] Restrooms, fitting rooms and stockrooms checked
- [ ] Corners and hiding spots checked, using the same route every night

9 Step 9. Reconcile cash away from the floor

- [ ] Cash counted in the cash office with the door locked, ideally by two people
- [ ] Cash compared with the register report
- [ ] Deposit in the safe; opening floats ready for the morning

REGISTER TOTAL _____

CASH COUNTED _____

OVERAGE OR SHORTAGE _____

10 Step 10. Recover the floor and clean

- [ ] Go-backs returned, aisles faced up and gaps restocked
- [ ] Trash cleared, floors cleaned and restrooms restocked

11 Step 11. Secure the back of the store

- [ ] Delivery doors, stockroom and high-value cases locked
- [ ] Fire exits closed and not blocked
- [ ] Non-essential lights and equipment off; security lighting on

12 Step 12. Arm the alarm and leave together

- [ ] Final walk done, alarm set, team leaves through the staff exit together
- [ ] Closing recap sent to the morning lead and district manager

SIGN-OFF

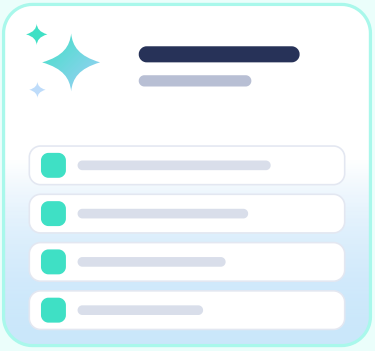
CLOSER 1 _____

CLOSER 2 _____

ALARM SET AT _____

Shift handover and peak week additions

Write the handover down so nothing depends on one person's memory. Add the peak-week steps for Super Saturday and the busiest days of the season.



Shift handover

- [ ] Outgoing and incoming leads walk the store together
- [ ] Safe keys confirmed and cash logs checked
- [ ] Incidents, aggressive customers or alarm activations shared
- [ ] Unfinished tasks listed for the next shift

OUTGOING LEAD _____

INCOMING LEAD _____

Peak week additions

- [ ] Mid-shift lead scheduled so the store is never left with one manager
- [ ] Excess cash moved to the safe at set times during the day
- [ ] Team assigned to recover aisles through the day
- [ ] Queue lines set up before opening, fire exits kept clear
- [ ] Extra time allowed to close for returns, cash and recovery

Closing recap: sales, cash variances, unfinished tasks and any safety issues, sent to the morning lead and district manager before you leave.

Run the same routine in every store

Paper checklists can't show head office what actually happened. With YOOBIC, every store gets these steps as timed tasks on their phone, with photo proof and alerts when a step is missed.

Book a demo

Take the product tour

