



LEADERS HOLDING CO.TM

Est. 1971

Opening and Closing Checklists

Safety

Always be looking for safety concerns everywhere at your facility. For a complete list, please refer to: R:\0 About Leaders Holding Company Essentials\0.8 Safety

- ✓ Trip Hazards
 - Rugs that are not flat
 - Low furniture like ottomans extending into the aisle
 - Cables on outdoor displays
 - Rubbish on the floor
- ✓ Leaning or balanced product
- ✓ Always lift heavy items as a team using the proper lifting technique.
 - R:\0 About Leaders Holding Company Essentials\0.8 Safety



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Opening Checklist

Exterior Awareness	Sun	M	T	W	R	F	Sat
Walk exterior of the building and pick up trash							
Clean the exterior and interior of the customer entry doors							
Unlock both sides of all double doors that the customers use							
Outdoor displays clean, straight, and wiped down							

Prepare for Business	Sun	M	T	W	R	F	Sat
IT & Electrical							
All interior lights on							
Open signs on							
All AC systems set to 77 for open hours							
Radio							
Display TV turned on							
Desktop computers turned on							
Printer turned on							
Floor Recovery							
Look for any product damaged. Notate it and discuss it with your team. R:\8 About Store Procedures\2.125 Damaged or Broken Goods							
Straighten & secure rugs							
Straighten all furniture							
Vacuum as needed							
Sanitize							
Clean all commonly used surfaces. For details, please refer to: R:\8 About Store Procedures\8.29 Store Cleaning Procedure							
Communication							
Put on your name badge							
Read all store emails							
Look for and review communication from your team							
Straighten your attire R:\0 About Leaders Holding Company Essentials\0.7 Dress Code							
It's Show Time! Have a successful day creating beautiful spaces!							

Task	Assigned To	Completed

Closing Procedure Checklist

Closing the Days Business	Sun	M	T	W	R	F	Sat
Paperwork							
Prepare the bank deposit and take to the bank night deposit tonight							
Scan and email the checks from the day							
Scan and email the cash drawer counts							
Put any finance paperwork in the folder to be sent on transfer							
Hide the cash drawer							
IT & Electrical							
Charge tablets and keyboards							
Turn Open Sign(s) off							
Turn off the radio							
Turn off the display TV							
Turn off the desk top computers							
Turn off printer							
All AC systems set to 85 for closing							
Leave on night lights and turn off all others							
Floor Recovery							
Look for any product damaged. Notate it and discuss it with your team. R:\8 About Store Procedures\2.125 Damaged or Broken Goods							
Straighten & secure rugs							
Straighten all furniture. Put chairs back with their correct collection							
Vacuum as needed							
Straighten toss pillows. Make sure they are on the correct collection							
Put all samples and fabrics back in their correct location							
Outside the building							
Whisk broom & bring in cushions							
Bring in loose items from the outdoor display							
Lock all exterior doors							
Make sure you lock the second door							
Pull on the door to check it is locked							
Are your exterior lights on?							
Are all bulbs and signs working?							
Are your timers set correctly?							
Outdoor displays clean, straight and wiped down							
Sanitize							
Clean all commonly used surfaces. For details please refer to: R:\8 About Store Procedures\8.29 Store Cleaning Procedure							
Communication							
Leave necessary communication for your team members							
Have a great evening!							

Task	Assigned To	Completed