

### Daily Store Opening Checklist

<input type="checkbox"/>	Arrive early to prepare the store for opening to the public.
<input type="checkbox"/>	Disable any alarm system and turn on lights.
<input type="checkbox"/>	Prepare the registers or POS system for the day. Check cash levels.
<input type="checkbox"/>	Walk the store and do any necessary straightening, cleaning, or decluttering.
<input type="checkbox"/>	Take note of any items not completed properly at the previous night's closing.
<input type="checkbox"/>	Adjust the air conditioning or heat for customer comfort.
<input type="checkbox"/>	Sweep the sidewalk and shake out any mats. If you have a parking lot, toss out any debris from the previous night.
<input type="checkbox"/>	At opening, unlock the front door or gates and turn on any signs that alert the public that you're open.