CLOSING PROCEDURES

Week of __/__/__-_/__/__

Name of closing associate(s):

MONDAY —	TUESDAY ————	WEDNESDAY ————
Lock up	Lock up	Lock up
Count cash and log totals	Count cash and log totals	Count cash and log totals
Send in closing reports	Send in closing reports	Send in closing reports
Clear fitting rooms	Clear fitting rooms	Clear fitting rooms
Restock necessary items	Restock necessary items	Restock necessary items
Put away stray merchandise and straighten up	Put away stray merchandise and straighten up	Put away stray merchandise and straighten up
Clock out	Clock out	Clock out
Quit POS application	Quit POS application	Quit POS application
Shut down computer	Shut down computer	Shut down computer
☐ Turn off lights and A/C or heat	☐ Turn off lights and A/C or heat	☐ Turn off lights and A/C or heat
THURSDAY ———	FRIDAY ————	SATURDAY ————
Lock up	Lock up	Lock up
Count cash and log totals	Count cash and log totals	Count cash and log totals
Send in closing reports	Send in closing reports	Send in closing reports
Clear fitting rooms	Clear fitting rooms	Clear fitting rooms
Restock necessary items	Restock necessary items	Restock necessary items
Put away stray merchandise and straighten up	Put away stray merchandise and straighten up	Put away stray merchandise and straighten up
Clock out	Clock out	Clock out
Quit POS application	Quit POS application	Quit POS application
Shut down computer	Shut down computer	Shut down computer



CLOSING PROCEDURES

SUNDAY	
Lock up	
Count cash and log totals	
Send in closing reports	
Clear fitting rooms	
Restock necessary items	
Put away stray merchandise and straighten up	
Clock out	
Quit POS application	
Shut down computer	
Turn off lights and A/C or heat	

