**Week of / / - / /**

**Name of closing associate(s):**

# MONDAY

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

# TUESDAY

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

# WEDNESDAY

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

# THURSDAY

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

# FRIDAY

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

# SATURDAY

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

# 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