

OPENING PROCEDURES

Week of ___/___/___ - ___/___/___

Name of opening associate(s): _____

MONDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music
- Update front display(s)

TUESDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music
- Update front display(s)

WEDNESDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music
- Update front display(s)

THURSDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music
- Update front display(s)

FRIDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music
- Update front display(s)

SATURDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music
- Update front display(s)

SUNDAY _____

- Turn on lights and A/C or heat
- Start computer
- Launch POS
- Clock-in
- Count cash and log totals
- Start music