DAILY STORE WALK

Areas Reviewed | Store # | Date: | Time:

Employee(s) on duty:_____

	Am Review		Pm Review			
	yes	**no**	**yes**	**no**		
Area behind store neat & clean						
Clean lot & landscaping – free of trash, weeds and built up dirt						
Dispensers clean & operational – crind paper full						
Windshield wash fluid fresh & paper stocked/available						
Car wash clean and operational						
Outside trash cans are not full or overflowing						
Unsafe conditions or practices observed (inside & outside)						
Store entrance area clean (free of ice & snow)						
Register area clean & organized						
Employees in uniform with name tag visible						
Friendly customer service (greeting)						
Queue Management (# of customers in line)						
Cash drawer levels appropriate for time of day						
Suggestive selling						
Floors clean						
Rest rooms clean and stocked						
Stock room doors closed and locked						
Register area door closed & locked (if applicable)						
Store merchandise stocked, fronted, faced & priced						
Number of out of stocks – number of out of date items						
Products in cooler stocked, fronted, faced & priced						
Coffee/fountain area clean, stocked & product ready						
Appropriate outside lighting for time of day/weather conditions						
Review completion of DAP form for previous shifts						
All monthly POS in place inside and outside						

Issues needing review: _____

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