

Multi-Location Store Compliance Walkthrough

Quality Control

DATE ____/____/____	LOCATION	VISITED BY	VISIT TYPE
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BRAND & PRESENTATION

	PASS	ACTION		PASS	ACTION
Exterior signage correct and clean	<input type="radio"/>	<input type="radio"/>	Promotional materials current	<input type="radio"/>	<input type="radio"/>
Interior displays per standard	<input type="radio"/>	<input type="radio"/>	Staff in correct uniform	<input type="radio"/>	<input type="radio"/>

OPERATIONS

	PASS	ACTION		PASS	ACTION
Open / trading on time	<input type="radio"/>	<input type="radio"/>	Equipment working	<input type="radio"/>	<input type="radio"/>
Stock levels adequate	<input type="radio"/>	<input type="radio"/>	Cash handling per procedure	<input type="radio"/>	<input type="radio"/>

CLEANLINESS

Sales floor clean Pass Action

Restrooms acceptable Pass Action N/A

	PASS	ACTION
Back of house tidy	<input type="radio"/>	<input type="radio"/>
Bins not overflowing	<input type="radio"/>	<input type="radio"/>

SAFETY

	PASS	ACTION
Fire exits clear	<input type="radio"/>	<input type="radio"/>
No slip / trip hazards	<input type="radio"/>	<input type="radio"/>
First aid kit visible	<input type="radio"/>	<input type="radio"/>
Temperature logs current (if food) <input type="checkbox"/> Pass <input type="checkbox"/> Action <input type="checkbox"/> N/A		

SUMMARY

Overall impression Good Acceptable Needs attention Unacceptable

Actions required

Visitor signature _____

Store manager sign-off _____

Notes

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