

Retail Store Stockroom Organization Checklist

Daily Operations

| | | |
|------------------------|-------|------------|
| DATE ____/____/____ | STORE | AUDITED BY |
|------------------------|-------|------------|

RECEIVING AREA

- Receiving area clear — not backed up OK Backed up
- New deliveries processed within 24 hours OK Delayed
- Packaging and cardboard broken down OK Accumulated
- Delivery discrepancies documented OK Gaps
- Returns and damages area organised OK Cluttered
- Recycling and waste sorted OK Issue

SHELVING & ORGANISATION

- All shelves and bins labelled OK Missing labels
- Products in correct locations OK Misplaced items
- FIFO maintained — oldest stock accessible OK Issue
- Heavy items on lower shelves OK Safety issue
- No items stacked above safe height OK Unstable stacks
- Seasonal stock grouped together OK Scattered
- Fast-moving items near door to sales floor OK Rearrange
- No dead stock occupying prime locations OK Dead stock found

SAFETY & HOUSEKEEPING

- Floor clear — no trip hazards OK Hazard
- Aisles wide enough for trolley and access OK Blocked
- Ladder in good condition and accessible OK Issue
- Fire exit from stockroom clear OK Blocked
- Fire extinguisher accessible OK Obstructed
- Lighting adequate — no dark areas OK Dim

INVENTORY ACCURACY

- System counts match physical for spot-check items Match Variance
- Negative on-hand quantities investigated OK Outstanding
- Transfer paperwork completed for inter-store OK Gaps
- Shrinkage from stockroom tracked OK Not tracked

SIGN-OFF

Improvements needed

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Notes

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