

# The closing checklist

Check the result. Record exceptions. Get acknowledgment.

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## 01 / RESET

- ☐ Sales, service and staff areas reset; walkways clear.
- ☐ Opening supplies replenished or shortage logged.

## 02 / RECONCILE

- ☐ Authorized count compared with the correct report.
- ☐ Any remaining difference recorded and lead informed.

## 03 / HAND OFF

- ☐ Open items have a location, owner and next-action timing.
- ☐ Lead or backup acknowledged; name and time recorded.

## 04 / SECURE

- ☐ Authorized staff completed local security checks.
- ☐ Any failure escalated; secure status actually confirmed.

### Exceptions and lead instructions:

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Lead acknowledgment: \_\_\_\_\_ Time: \_\_\_\_\_

Completed by: \_\_\_\_\_ Time: \_\_\_\_\_

Fictional example only. Use alongside the approved local cash, cleaning, emergency and security procedures. A failed check remains an exception; do not mark it complete to finish the list.