

Opening Procedures

Monday, —/—/—

Opening associate(s) _____

- ☐ 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, —/—/—

Opening associate(s) _____

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

Wednesday, —/—/—

Opening associate(s) _____

- ☐ 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, —/—/—

Opening associate(s) _____

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

Friday, —/—/—

Opening associate(s) _____

- ☐ 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, —/—/—

Opening associate(s) _____

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

Sunday, —/—/—

Opening associate(s) _____

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