

DAILY OPERATIONS LOG

Retail Management Framework v1.0

Date: _____ | Manager: _____

OPENING CHECKLIST

Disarm Alarm / Secure Entry

Point of Sale (POS) Initialization

Float Verification (\$_____)

Interior Lighting & HVAC Check

Restock Front-of-House Displays

STAFF SHIFT ALLOCATION

Employee	Role	Shift Time
_____	Floor Lead	____ - ____
_____	Associate	____ - ____
_____	Inventory	____ - ____

INVENTORY & RECEIVING LOG

Vendor / SKU	Expected Qty	Received	Condition Notes

KEY PERFORMANCE INDICATORS

Daily Sales Target \$ _____

Actual Sales Total \$ _____

Average Transaction Value \$ _____

Foot Traffic Count _____

Conversion Rate (%) _____

CLOSING CHECKLIST

Final Z-Report Processing

Bank Deposit Preparation

Recover & Tidy Sales Floor

Waste Management & Removal

Arm Security System

DAILY MANAGER INCIDENT REPORT & NOTES