

# ACME COMPANY

## RETAIL STORE INSPECTION CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

TUESDAY 3RD JUNE 2025

### SUMMARY

The store needs to implement targeted training modules for new recruits and ensure everyone on the staff has adequate product knowledge.

The Manager needs to connect with our local electrician partner to get the lighting fixed. They are advised to conduct daily checks on the merchandise display and raise a ticket if a product has been out of stock for more than 5 days.

### Retail Store Operations

#### Employees

Q#	QUESTION	RESPONSE
1.	Are all employees wearing the appropriate uniform?	YES
2.	Are all employees instructed on safe/proper use of products?	YES
3.	Have all employees undergone proper training to acquire product knowledge? <a href="#">A newly recruited produce department assistant could not answer questions related to the organic certification and local sourcing of the fresh produce.</a>	NO

#### Facilities

Q#	QUESTION	RESPONSE
4.	Are visible signs directing the customer to the entrance available?	YES
5.	Are floors clean and in good condition?	YES
6.	Is there adequate lighting?	NO



03 Jun 25 08:53 PM

Broken ceiling light in the cereal aisle.

7.	Are all mirrors clean and damage free?	N/A
8.	Are all cords anchored or covered?	YES
9.	Are all the entrances and exits unobstructed?	YES
10.	Is the parking lot clear of debris?	YES

## Products

Q#	QUESTION	RESPONSE
11.	Are all the products on display up to date and free of any damage?	YES
12.	Do all products meet the appropriate branding standards?	YES
13.	Are products available for testing and demonstration?	YES
14.	Is there enough promotional material?	YES
15.	Are all products well stocked?	YES
16.	Is the merchandise display clean and visually pleasing?	NO



03 Jun 25 07:25 PM

Disarrayed arrangement of goods in the lower shelf, and goods are out of stock.

17.	Are the shelves fully stocked? Shrimps have been out of stock for the last 9 days.	NO
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## Window Display

Q#	QUESTION	RESPONSE
18.	Does the window display encourage the consumer to step into the showroom?	YES
19.	Does the window display enable the consumer to visualize the product?	N/A
20.	Are all displays clean and free of dust?	YES

## Material Storage

Q#	QUESTION	RESPONSE
21.	Are all materials stored safely?	YES
22.	Are storage racks and shelves capable of supporting the intended load?	YES

23. Are storage racks secured from failing?

YES

COMMENTS & ACTION PLAN

Retail Store Operations >> Employees		PRIORITY	Medium
(AC10031) Have all employees undergone proper training to acquire product knowledge?		DUE DATE	30 Jun 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - A newly recruited produce department assistant could not answer questions related to the organic certification and local sourcing of the fresh produce.		
ACTION REQUIRED	Provide the newly recruited employee with targeted training modules on organic certification standards and the store's local produce sourcing information.		
Retail Store Operations >> Facilities		PRIORITY	High
(AC10032) Is there adequate lighting?		DUE DATE	05 Jun 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - Broken ceiling light in the cereal aisle.		
ACTION REQUIRED	Immediately cordon off the area and dispatch maintenance to replace the broken light.		
Retail Store Operations >> Products		PRIORITY	Medium
(AC10033) Is the merchandise display clean and visually pleasing?		DUE DATE	15 Jun 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - Disarrayed arrangement of goods in the lower shelf, and goods are out of stock.		
ACTION REQUIRED	Implement daily stock checks and immediate replenishment for out-of-stock items, coupled with regular shelf tidying and fronting.		

DECLARATION



Auditor  
(Jennifer Hunt)

AUDITOR'S LOCATION