

Date:

D26 Communication Binder

Associate	Task	Sign Off	Notes
Openers	• Store Readiness Checklist		
	• Walk front apron/corrals for locks		
	• Check Load-N-Go locks and club		
	• Ensure ALL repairs are caught up and called		
	• No trash/merch/repairs behind desk		
OFR	• Check notes in repair system		
	• Work on fleet repairs		
	• Work on customer repairs		
	• Work on store owned repairs		
	• Work on aisle assignment		
Mids/Closers	• Ensure all returns are put away		
	• Ensure all printers in TRC all full		
	• All trash cans emptied		
	• Dust off and fill desk product		
	• Lock tech room door		
	• Check corral locks and cables		
	• Check Load-N-Go locks and club		
Credit Goal	Sales		
Cons. Com.	Store \$ \$ To Plan, % Comp		
/ Goal	D78 \$ \$ To Plan, % Comp		
/ Current			
Current Promo:	VOC		
	LTSA: % Cashier Friendliness: % Employee Friendliness: %		
	PRO LTSA: % Clean and Uncluttered: % Employee Satisfaction: %		