

Date:

D78 Communication Binder

Associate	Task	Sign Off	Notes
Openers	• Store Readiness Checklist		
	• Walk front apron/corrals for unlocked tools		
	• Ensure 543 is on and carry		
	• Check notes in repair system		
	• Ensure TRC is grand opening ready		
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		
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:	%