

Date:

D21/22 Communication

Associate	Task	Sign Off	Notes
Openers	5a-6a- Down stock all bulk units		
	6a-9a - Downstock all hand stocked items		
	9a-10a - Clean up trash and left over returns if any		
	10a - 3a - Light down stocking		
Mids	9a-11a - Light down stocking		
	10a - Check returns		
	11a-12p - Clean/Sweep drive thru concrete/timbers		
	12p-4p - Light down stocking		
	4p-5p -South end organization		
	5p-6:30p - All pallets thrown/put up		
	6:30p-7p - Check returns		
Closers	2p-3p - Gather department trash		
	3p - Check returns		
	3p - Cans and trash carts to receiving		
	4p - 6p - Clean/Organize/Security Stack S/E		
	6p - 10p - Flast stack all aisles		
	10p - Check returns		
	10p - 11p - Sweep all aisles		
Night Freight			
DH			

Credit	Goal/ Actual	Sales	(week to date sales data)	(\$ to plan)	(% to plan)
Consumer	/	Store	\$ WTD	\$, or	%
Commercial	/	D21	\$ WTD	\$, or	%
		D22	\$ WTD	\$, or	%

See back of this sheet for more communication.

Print more at <http://www.httpproductions.com/hd/docs/d2122com09052016.pdf>

D21/22 Communication Log
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