

Date:

D24 Communication Binder

Associate	Task	Sign Off	Notes
Openers	• Store Readiness Checklist		
	• Clean and Purge Dispensers		
	• Calibrate color matcher		
	• Check smartlist for completion		
	• Put away returns		
	• Down stock aisle 9		
Mids	• Check Smart List for completion		
	• Down stock aisle 10		
	• Maintain paint desk		
	• Fill Samples		
	• Shelf maintenance		
	• Put away returns		
Closers	• Ensure all returns are put away		
	• All dropped pallets put up or away		
	• All trash cans emptied		
	• Fill tint		
	• Put away returns		
	• Down stock aisle 11		
	• Shelf maintenance		
Credit Goal	Sales		
Cons. Com.	Store \$ \$	To Plan,	% Comp
/ Goal	D24 \$ \$	To Plan,	% Comp
/ Current			
Current Promo:	VOC		
	LTSA: % Cashier Friendliness:	% Employee Friendliness:	%
	PRO LTSA: % Clean and Uncluttered:	% Employee Satisfaction:	%