

Date:

D26 Communication Binder

Associate	Task	Sign Off	Notes
Openers	• Store Readiness Checklist		
	• Walk MPS Counters and Follow up w/missing		
	• Check smart list for completion		
	• Check, organize and fill all aisles		
	• Work on aisle assignment		
	• All returns put away		
Mids	• Check smart list for completion		
	• Downstock		
	• Check, organize and fill all aisles		
	• Walk MPS Counters and Follow up w/missing		
	• Work on aisle assignment		
	• All returns put away		
Closers	• Ensure all returns are put away		
	• Walk MPS Counters and Follow up w/missing		
	• Check, organize and fill all aisles		
	• Work Aisle Assignment		
	• All returns put away		
	• Check smart list for completion		
Credit Goal	Sales		
Cons. Com.	Store \$ \$ To Plan,	% Comp	
/ Goal	D26 \$ \$ To Plan,	% Comp	
/ Current			
Current Promo:	VOC		
	LTSA: % Cashier Friendliness:	% Employee Friendliness:	%
	PRO LTSA: % Clean and Uncluttered:	% Employee Satisfaction:	%