

Date:

**D28 Communication Binder**

Associate	Task	Sign Off	Notes
<b>Openers</b>	• Store Readiness Checklist		
	• Clean in/outside garden of freight		
	• Write down yesterday's sales		
	• Assure the computer desk is neat and clean		
	• Put away returns		
	• No carts and merch around house plants		
	• Verify MPS		
	• Ensure bay a day sweep log is done		
<b>Mids</b>	• Down stock/shelf maintenance		
	• Put away returns		
<b>Closers</b>	• Ensure all returns are put away		
	• All dropped pallets put up or away		
	• All trash cans emptied		
	• Verify ALL MPS for compliance		
	• Down stock/shelf maintenance		
<b>Credit Goal</b>	<b>Sales</b>		
Cons.    Com.	Store    \$                      \$                      To Plan,                      % Comp		
/                      Goal	D28    \$                      \$                      To Plan,                      % Comp		
/                      Current			
Current Promo:	<b>VOC</b>		
	LTSA:                      % Cashier Friendliness:                      % Employee Friendliness:                      %		
	PRO LTSA:                      % Clean and Uncluttered:                      % Employee Satisfaction:                      %		