

# Salon Evening Operations Checklist(7-8 PM)

## Hospitality

### BANK & RECORDS

Is the cash register maintained as per SOP?

Yes

No

### FRONT DESK OPS

Have appointment confirmation calls been made for all next-day pre-bookings?

Yes

No

Has an intermediate cash audit been performed in the system to confirm handover accuracy?

Yes

No

Has the team been updated on any scheduled training for the next day?

Yes

No

Has stock been reviewed, and raised if required as per frequency?

Yes

No

Have BMT staff bags been checked at leaving time?

Yes

No

### ROSTER

Is the roster for the day checked & confirmed with team and updated in the system?

Yes

No