

Store Visit Report

Beauty & Cosmetics Personal Care

BACKSIDE AREA OF THE STORE

Was the kitchen floor clean?

☐ Yes☐ No☐ NA

Were the stock shelves organized properly?

☐ Yes☐ No☐ NA

Were the items stocked in the fridge in proper order?

☐ Yes☐ No☐ NA

Were the mop buckets clean?

☐ Yes☐ No☐ NA

Was the back staircase clear of any electrical risks?

☐ Yes☐ No☐ NA

Were the day rotation stickers present on all food items?

☐ Yes☐ No☐ NA

LOG MAINTENANCE

Were the operations log updated completely?

☐ Yes☐ No☐ NA

Were the invoices issued according to the standard procedure?

Yes

No

NA

Was the cash safely deposited and labelled clearly?

Yes

No

NA

Were the logs organized and clutter free?

Yes

No

NA

STAFF

Did the staff greet and welcome you properly?

Yes

No

NA

Was the staff neatly dressed and well groomed?

Yes

No

NA

Were the name badges worn by all the staff members?

Yes

No

NA

Was the front desk staff present when you entered?

Yes

No

NA

STORAGE

Were the stock arranged as per the procedure?

Yes

No

NA

Was the area neat and clean?

Yes

No

NA

Were the stock stacked in the refrigerator as per the standard procedure?

Yes

No

NA

Were the day rotation stickers present on all food items?

Yes

No

NA

STORE ENTRANCE

Were the windows and facade of the store clean and dust free?

Yes

No

NA

Were the front door handles clean and well maintained?

Yes

No

NA

Was the entrance floor mat present in a clean condition?

Yes

No

NA

Were the floor tiles clean?

Yes

No

NA

Were the light bulbs functional?

Yes

No

NA

Was the restroom checklist updated completely?

☐ Yes☐ No☐ NA

Did the cash drawers had sufficient change levels?

☐ Yes☐ No☐ NA

Was the floor outside the entrance clean?

☐ Yes☐ No☐ NA

Was the LCD screen outside the entrance functioning properly?

☐ Yes☐ No☐ NA

Were the tables placed outside the entrance in a clean condition?

☐ Yes☐ No☐ NA

Were the Ashtrays present in a clean condition?

☐ Yes☐ No☐ NA