

# shop floor checklist

BUSINESS FIT

FOR THE FUTURE



You can use this checklist as the basis for a retail check up. Walk around your pharmacy and make notes of areas that are done well and those that can be improved upon. You can share this feedback with your team.

Area to review:	Notes:
<b>Window:</b> <ul style="list-style-type: none"><li>• Clean, professional, uncluttered?</li><li>• Opening hours visible?</li><li>• Available services listed?</li></ul>	<input type="checkbox"/>
<b>Shop floor:</b> <ul style="list-style-type: none"><li>• Easy to move around the store?</li><li>• Clear on-shelf signage?</li><li>• Floor clean?</li></ul>	<input type="checkbox"/>
<b>Stock:</b> <ul style="list-style-type: none"><li>• Clear pricing?</li><li>• Oldest stock at the front of shelf?</li><li>• Any excess stock to remove/sell through?</li></ul>	<input type="checkbox"/>
<b>Offers:</b> <ul style="list-style-type: none"><li>• Are customers aware of them?</li><li>• Does each offer stand out (not too many at once)?</li></ul>	<input type="checkbox"/>
<b>Shelves:</b> <ul style="list-style-type: none"><li>• Following plannograms/logical order?</li><li>• Promotional material used correctly?</li><li>• Clean and well-stocked?</li><li>• Any gaps?</li></ul>	<input type="checkbox"/>
<b>Team:</b> <ul style="list-style-type: none"><li>• Wearing name badges?</li><li>• Relevant certificates on display?</li><li>• Welcoming and available to talk to customers?</li></ul>	<input type="checkbox"/>