

FREE OPERATIONAL RESOURCE

Checklist Library

60 practical checklist templates across retail operations, visual merchandising, restaurants, food safety, franchise operations, workplace safety, facilities, delivery, and loss prevention.

60
TEMPLATES

10
CATEGORIES

Multi-site
OPERATIONS

Print + Digital
USE

COLLECTION 01

Retail Store Operations

6 templates

- 1

Store Opening Checklist

Prepare people, premises, systems, cash, stock, safety, and customer-facing areas before trading starts.

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- 2

Store Opening Audit Checklist

Verify opening readiness with scored checks, evidence, ownership, and management approval.

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- 3

Store Closing Audit Checklist

Control end-of-day cash, stock, security, cleaning, shutdowns, handover, and final sign-off.

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- 4

Cash Drawer Reconciliation Checklist

Reconcile opening float, sales, tenders, refunds, cash movements, variances, and supervisor approval.

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- 5

Cash Drop and Safe Count Checklist

Verify cash drops, safe balances, deposit records, dual control, variances, and secure handover.

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- 6

Void, Refund and Discount Checklist

Review exception transactions, approvals, supporting evidence, abuse indicators, and corrective action.

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COLLECTION 02

Visual Merchandising Execution

6 templates

7

Planogram Compliance Checklist

Verify fixture layout, SKU position, sequence, facings, labels, availability, and corrective evidence.

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8

Shelf Facing and Product Availability Checklist

Check on-shelf availability, facing counts, replenishment, labels, pricing, condition, and recovery.

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9

Pricing and Shelf Label Checklist

Compare shelf labels, POS prices, promotions, product mapping, price changes, and discrepancy closure.

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10

Promotional Signage and POSM Checklist

Verify campaign versions, delivery, placement, price accuracy, safety, digital assets, upkeep, and takedown.

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11

Window Display Checklist

Review campaign concept, hero products, props, mannequins, lighting, pricing, cleanliness, and approval.

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12

Mannequin Styling and Arrangement Checklist

Check mannequin condition, styling, fit, poses, grouping, accessories, product availability, and presentation.

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COLLECTION 03

VM Launch and Brand Presentation

6 templates

13

Apparel Fixture and Zoning Checklist

Verify fixture safety, department zoning, product density, navigation, color flow, signage, and recovery.

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14

New Campaign Launch Checklist

Control campaign assets, product readiness, pricing, store execution, staff briefing, evidence, and launch issues.

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15

Seasonal Collection Launch Checklist

Check seasonal assortment, size and color depth, VM execution, launch readiness, replenishment, and transition.

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16

New Store VM Readiness Checklist

Verify fixtures, floor zoning, opening assortment, windows, mannequins, pricing, signage, and opening blockers.

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17

Staff Grooming and Presentation Checklist

Check uniforms, hygiene, hair, footwear, identification, role-specific presentation, coaching, and sign-off.

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18

Visual Merchandising Audit Checklist

Audit brand presentation, product stories, fixtures, planograms, signage, execution quality, and corrective action.

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COLLECTION 04

Restaurant Operations and Quality

6 templates

19

Restaurant Opening Checklist

Prepare front and back of house, staffing, food safety, equipment, POS, stock, and service readiness.

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20

Restaurant Closing Checklist

Control food storage, cleaning, cash, security, shutdowns, waste, handover, and end-of-day sign-off.

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21

Restaurant Quality Control Checklist

Review product quality, preparation, service, cleanliness, equipment, packaging, records, and management action.

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22

Food Quality Audit Checklist

Audit receiving, storage, preparation, cooking, holding, presentation, service, and corrective action.

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23

Food Tasting Checklist

Standardize sensory review for appearance, aroma, texture, taste, temperature, portion, and final approval.

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24

Packaging Quality Checklist

Check packaging integrity, sealing, labelling, portion fit, contamination risk, transport readiness, and defects.

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COLLECTION 05

Food Safety and Temperature Control

6 templates

25

CCP Monitoring Checklist

Monitor critical control points, limits, readings, deviations, immediate action, verification, and records.

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26

Critical Limit Checklist

Define and verify critical limits, monitoring methods, deviations, corrective action, and review.

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27

Chiller and Freezer Log Checklist

Record unit temperatures, product condition, readings, deviations, equipment issues, and corrective action.

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28

Hot Holding and Cold Holding Checklist

Verify food holding temperatures, time control, equipment, corrective action, and shift records.

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29

Allergen Management Checklist

Control allergen information, storage, preparation, labelling, staff knowledge, cleaning, and incident response.

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30

Allergen Cross-Contact Checklist

Check separation, utensils, surfaces, storage, handwashing, cleaning, communication, and corrective action.

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COLLECTION 06

Food Compliance, Hygiene and Pest Control

6 templates

31

FSSAI Audit Checklist

Review food-business documentation, hygiene, storage, preparation, records, staff practices, and corrective action.

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32

FSSAI Compliance Checklist

Track operational controls, required records, food handling, hygiene practices, and compliance follow-up.

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33

Hygiene Rating Checklist

Assess personal hygiene, premises, cleaning, food handling, pest prevention, waste, and hygiene evidence.

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34

Menu Allergen Matrix Checklist

Map menu items to allergens, ingredients, recipe changes, supplier information, review dates, and approvals.

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35

Cleaning and Sanitation Checklist

Verify cleaning schedules, chemicals, tools, food-contact surfaces, verification, records, and corrective action.

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36

Pest Control Audit Checklist

Audit pest-prevention controls, contractor service, entry points, evidence, trend review, and corrective action.

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COLLECTION 07

Delivery, Dispatch and Customer Experience

6 templates

37

Delivery Handoff Checklist

Verify order accuracy, packaging, sealing, temperature, rider handoff, timing, proof, and exception handling.

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38

Delivery Audit Checklist

Audit delivery preparation, order control, packaging, staging, handoff, customer issues, and corrective action.

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39

Takeaway Audit Checklist

Check order readiness, packaging, labelling, customer pickup, temperature, hygiene, and service execution.

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40

Dispatch Hygiene Checklist

Verify dispatch area hygiene, order segregation, packaging condition, staff practices, cleaning, and evidence.

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41

Mystery Shopper Audit Checklist

Evaluate customer journey, greeting, service, product knowledge, transaction quality, environment, and brand standards.

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42

POS Functionality Checklist

Check terminals, printers, scanners, payments, discounts, receipts, connectivity, backup process, and issue escalation.

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COLLECTION 08

Franchise Operations and Compliance

6 templates

43

Franchise Audit Checklist

Audit unit operations, brand standards, compliance, commercial controls, people, facilities, and corrective action.

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44

Franchise Brand Standards Checklist

Verify customer experience, visual identity, product or service standards, people, environment, and brand evidence.

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45

Franchise Field Visit Checklist

Structure field visits around previous findings, live operations, coaching, support needs, actions, and follow-up.

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46

Franchise Compliance Checklist

Track agreement obligations, licences, approved sourcing, operations, reporting, risk, and corrective action.

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47

Franchise Opening Checklist

Control site readiness, permits, fit-out, staffing, training, inventory, systems, launch, and handover.

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48

Franchise Checklist Library

Use a connected set of franchise templates across onboarding, opening, operations, field support, and compliance.

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COLLECTION 09

Safety and Facilities

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Workplace Safety Checklist

Inspect housekeeping, emergency readiness, electrical, equipment, chemicals, PPE, storage, contractors, and incidents.

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50

Facility Safety Checklist

Review building fabric, fire systems, utilities, lifts, storage, accessibility, contractors, and repair closure.

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51

Safety Inspection Checklist

Identify general workplace hazards, life-safety gaps, equipment risks, chemicals, storage, and corrective action.

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52

PPE Inspection Checklist

Verify PPE selection, condition, fit, compatibility, service life, cleaning, storage, replacement, and training.

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53

Fire Safety Inspection Checklist

Check exits, alarms, extinguishers, suppression, emergency lighting, fire risks, drills, and action closure.

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54

Facility Maintenance Checklist

Track building condition, utilities, preventive maintenance, work orders, vendors, breakdowns, and repair verification.

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COLLECTION 10

Risk, Loss Prevention and Retail Safety

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Retail Safety Audit Checklist

Audit customer areas, stockrooms, equipment, fire, electrical, security, incidents, and multi-store safety actions.

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Loss Prevention Audit Checklist

Review shrink controls, cash handling, access, stock movement, high-value items, incidents, CCTV, and corrective action.

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57

Restaurant Safety Audit Checklist

Audit slips, fire, electrical, gas, equipment, chemicals, first aid, security, and corrective action.

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58

Kitchen Safety Checklist

Check slips, cuts, burns, hot surfaces, fryers, gas, electrical, machinery, chemicals, PPE, and first aid.

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59

Pest Sighting Log Checklist

Record pest evidence, exact location, time, type, immediate action, escalation, treatment, and closure.

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60

Bait Station Inspection Checklist

Inspect bait-station identity, placement, condition, activity, servicing, damage, records, and corrective action.

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TURN YOUR CHECKLIST LIBRARY INTO A DIGITAL WORKFLOW

Use Taqtics to assign checklists across locations, capture live evidence, score execution, create corrective actions, escalate delays, verify closure, and compare performance in one place.

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