



STANDARD OPERATING PROCEDURE	LAVARE INC.		
	TITLE: Store Opening Procedure - Text		
	DEPARTMENT: Operations - Store		
	SECTION: Two	ISSUE #: 1.0	

	<p>PURPOSE:</p> <p>To prepare the retail store for conducting business on a regular business / weekend day.</p> <p>SCOPE:</p> <p>This procedure applies to the retail store only.</p> <p>RESPONSIBILITY:</p> <p>The Vice President – Operations is responsible for the accuracy and implementation of this procedure. The Store Manager is responsible for compliance to this procedure.</p> <p>START OF PROCEDURE</p> <p>The first authorized person arriving at the store shall perform this procedure.</p> <p>Perform the following tasks prior to opening the store for business:</p> <ul style="list-style-type: none"> ▪ Lock the front door after your entry ▪ Un-arm the security system for the front door and motion detectors ▪ Switch all the lights on ▪ Un-Arm the security system of the door leading to the production plant ▪ Advise production plant personnel of your arrival ▪ Check for telephone messages left on the voicemail system ▪ Start the Point-of-Sale (POS) system and cash register ▪ Retrieve the cash drawer from the safe and place in the cash register ▪ Load the printers with paper if necessary ▪ Switch the Laundry carousel system on 	

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	<ul style="list-style-type: none"> ▪ Dust the customer reception area ▪ Ensure that the customer reception area is clean and ready for receiving customers ▪ Mount any banners or promotional posters that highlight daily or weekly specials going into effect that day ▪ Replenish the inventory of bags, ties, wrapping materials and any other supplies used from stock ▪ Ensure the stapler is loaded with staples and that paper clips and pens are in good supply ▪ Flip the front door sign from "Closed" to "Open" ▪ Unlock the front door ▪ Welcome in any customers who may be waiting for the store to open <p>END OF PROCEDURE</p> <p>FORMS REFERENCED:</p> <p>None</p> <p>RECORDS REFERENCED:</p> <p>None</p>	
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