



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

	<p>PURPOSE:</p> <p>To close the retail store at the end of a business 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 last authorized person at the store shall perform this procedure.</p> <p>Perform the following tasks at the time of closing the store:</p> <ul style="list-style-type: none"> ▪ Lock the front door ▪ Flip the front sign from “Open” to “Closed” ▪ Wait for any customers who are still in the store ▪ Assist customers exiting the store by unlocking the front door for them ▪ Re-lock the front door ▪ Switch the laundry carousel system off ▪ Un-mount expired banners or promotional posters that highlight daily or weekly specials ▪ Remove any cash and sales transaction slips from the cash register and place in the safe ▪ Shut down the Point-of-Sale (POS) system and cash register ▪ Return the stapler and other stationery items to their proper storage area 	

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	<ul style="list-style-type: none"> ▪ Advise production plant personnel of your departure ▪ Arm the security system of the door leading to the production plant ▪ Switch all the lights off ▪ Arm the security system for the front door and motion detectors ▪ Exit the store and lock the front door <p>END OF PROCEDURE</p> <p>FORMS REFERENCED:</p> <p>None</p> <p>RECORDS REFERENCED:</p> <p>None</p>	
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