

Store Appearance / Checklist		
Checkpoint	Status (✓/X)	Notes
Store entrance is clean, free of trash, dust, stains, and obstacles		
Storefront glass, doors, and handles are clean and fingerprint-free		
Store signage, logo, and brand visuals are clean, visible, and not damaged		
Window display is fully arranged and visually attractive		
Window display lighting is working and properly positioned		
All store lights are fully working (ceiling, shelf, signage, window)		
No flickering, dim, or broken lighting in the store		
Floor is clean with no spills, stains, dust, or debris		
No wet floor or slipping hazard present		
Aisles are clear and free of boxes, pallets, or obstacles		
Emergency exits are visible and not blocked		
Shelves are fully stocked and visually organized		
Shelves are front-faced and products properly aligned		
No empty shelf gaps or missing products		
Products are clean and not damaged		

No expired or defective products on shelves		
Price tags are present, readable, and correctly placed		
Price tags match the correct products		
Promotional labels and campaign pricing are correctly applied		
Promotional displays and stands are clean and properly set		
Checkout area is clean and clutter-free		
No unused boxes, packaging, or waste visible to customers		
Trash bins are clean and not overflowing		
Store has no unpleasant smell and ventilation is acceptable		
Temperature / air conditioning level is comfortable		
Staff appearance is clean and professional		
Staff uniforms and name tags are correct and visible		
No visible safety hazards (wet floor, broken fixtures, exposed cables)		
Walls, ceilings, and fixtures are clean and undamaged		
Overall store looks clean, organized, and professional		

