



Week of: _____

Evening Checklist

☐

Heat Seal & Detail Every Garment before Closing

*If you need to stay past 7:00 PM, call your supervisor to verify it is okay.

☐

Organize Hangers

*Throw any unusable or damaged hangers in a box for Delivery Staff to pick up.
Do not throw them in the dumpster.

☐

Create Shoulder Guard Hangers & Foamy Hangers

Amount to be made of Shoulder Guards = _____ & Foamies = _____

☐

Create Express Bags & Verify New Customer Information in Spot

☐

Check New Customer Forms & Verify Spot has the Customer's Correct Information

☐

Go Through Conveyor – Organize Orders, Putting Missing X-bags on Orders, Check on Old Orders

☐

Take Out Garbage & Put New Garbage Bag in

CLEANING STORE SCHEDULE:

Monday: Dust Front of Store & Machinery, & Sweep/VAC/Mop Initials _____

Tuesday: Dust Back of Store, Machinery, & Vac/Sweep/Mop Initials _____

Wednesday: Clean, Disinfect, Organize ENTIRE Bathroom, & Vac/Sweep/Mop Initials _____

Thursday: Dust Front of Store, Machinery, & Sweep/Vac/Mop Initials _____

Friday: Dust Back of Store, Machinery, & Sweep/Vac/Mop Initials _____

Saturday: Clean, Disinfect, Organize ENTIRE Bathroom, Wipe Down Windows, & Sweep/Vac/Mop Initials _____