Daily Basics List

Monday

- [ ] Bathrooms & Daily Showroom List
- [ ] Clean & Organize Backroom & Tool Bench
- [ ] Update Will Call Area (Pick Ups)
- [ ] Stock Showroom Fridge
- [ ] Stock Coffee Supplies
- [ ] Refill Pellet Stove w/ Pellets
- [ ] Clean Burn Models (Wood & Pellet)

Tuesday

- [ ] Bathrooms & Daily Showroom List
- [ ] Clean glass on all showroom displays

Wednesday

- [ ] Dust all Woodstoves & BBQ's
- [ ] Check Showroom Lightbulbs
- [ ] Check Remote Batteries
- [ ] Check Showroom Literature Stock
- [ ] Check Fireside Paperwork/Folder Stock
- [ ] Bathrooms & Daily Showroom List

Thursday

- [ ] Make sure Tape Measure is in place
- [ ] Dust all Fireplaces and Inserts
- [ ] Check & Inventory Cleaning Supplies
- [ ] Put out Garbages in Dumpster
- [ ] Straighten Up Front Counter
- [ ] Bathrooms & Daily Showroom List

Friday

- [ ] What didn't get done from list above?
- [ ] Stock Coffee Supplies
- [ ] Straighten Up Showroom
- [ ] Scan Willcall Tickets & send to Kate
- [ ] Bathrooms & Daily Showroom List

Saturday

- [ ] Bathrooms & Daily Showroom List
- [ ] Snap Pic of List and send to Manager
- [ ] Send in Store Traffic

Added to this Weeks List

Re-orders Needed: