



OPENING DUTIES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OPEN ALL GATES						
SIGNS PUT OUT	WILLCALL □ SHIPPING □ RECEIVING□					
OPEN BAY DOORS	WHOLESALE X3 RETAIL X2 SHUTTERFLY X5 PARAMOUNT X3	WHOLESALE X3 RETAIL X2 SHUTTERFLY X5 PARAMOUNT X3	WHOLESALE X3 RETAIL X2 SHUTTERFLY X5 PARAMOUNT X3	WHOLESALE X3 RETAIL X2 SHUTTERFLY X5 PARAMOUNT X3	WHOLESALE X3 RETAIL X2 SHUTTERFLY X5 PARAMOUNT X3	WHOLESALE X3 [RETAIL X2 SHUTTERFLY X5 [PARAMOUNT X3
FORKLIFT TAGS RESET						
FORKLIFT INSPECTION						
CLEAN YARD						
FIRE EXITS ARE CLEAR						





OPENING DUTIES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CLOSE & LOCK ALL GATES						
SIGNS BROUGHT IN	WILLCALL □ SHIPPING □ RECEIVING□					
BAY DOORS CLOSED						
TRASH EMPTIED & PULLED IN						
AISLES ARE CLEAR						
CLEAN YARD						
ELECTRIC MACHINARY ON CHARGER						
CLEAN PALLET AREA						
GAS FORKLIFTS ALL STAGED						





Person Completing Form: _____ Date:____