Retail Store Fitting Room Checklist

Daily Operations

DATE	TIME	STORE	CHECKED BY
____ / ____ / _____			

ROOM CONDITION

- [ ] Floors clean — no debris or tags
- [ ] Mirror clean and streak-free
- [ ] Lighting all working
- [ ] Hooks and hangers available
- [ ] Bench or seat clean
- [ ] Door lock or curtain working
- [ ] No graffiti or stickers
- [ ] Previous customer items removed

SECURITY & PROCESS

- [ ] Item count given and taken back
  Count items in, give numbered tag, count out
- [ ] Garment limit enforced
  Per store policy — typically 5–8 items
- [ ] Tried-on items on return rack — not floor
- [ ] Security tags checked on returned items

No security tags found detached in room ☐ None ☐ Tag found — report

Sensor gate at fitting room entrance working ☐ OK ☐ Issue ☐ N/A

RETURN TO FLOOR

- [ ] Return rack not overflowing
- [ ] Items re-hung on correct hangers
- [ ] Items returned to correct department
- [ ] Damaged items set aside for markdown
- [ ] Pins and packaging discarded

SIGN-OFF

Issues found (damage, security, maintenance) _____

Checked by signature _____

Notes

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