

Daily Dispensary Opening

CHECKLIST

Facility Walkthrough & Security

- ☐ Unlock and inspect all entry points and restricted areas.
- ☐ Verify surveillance and security systems are operational.
- ☐ Ensure ID verification equipment is functional and signage is visible.

Retail Floor & Reception Setup

- ☐ Turn on lights, displays, and music.
- ☐ Clean and organize product displays and check merchandising.
- ☐ Stock all materials needed at reception (e.g., menus, deal flyers, etc).

POS & Equipment Check

- ☐ Power on POS stations, scanners, printers, and unlock cash drawers.
- ☐ Ensure each register has the correct starting amount and enough change.
- ☐ Log in using individual staff credentials.

Inventory Review

- ☐ Conduct a quick spot check of inventory levels.
- ☐ Restock fast-moving products if needed.
- ☐ Ensure promotional products are stocked for today's deals.

Staff Briefing

- ☐ Review daily promotions, new products, or procedural updates.
- ☐ Assign roles, break times, coverage, and daily responsibilities.
- ☐ Confirm all scheduled staff are clocked in and ready.

Daily Dispensary Closing

CHECKLIST

Retail Floor & Inventory Security

- ☐ Remove and secure all loose cannabis products from the sales floor.
- ☐ Lock all restricted storage areas.
- ☐ Tidy up displays and common areas.

POS & Equipment Shutdown

- ☐ Log out of all systems using individual credentials.
- ☐ Power down and charge POS stations, scanners, and other hardware.
- ☐ Sanitize equipment, workstations, and commonly used tools.

Cash Handling

- ☐ Reconcile each register's cash drawer; document totals.
- ☐ Prepare end-of-day deposits and secure them in the safe.
- ☐ Log and report any discrepancies immediately.

Staff Debrief & Wrap-Up

- ☐ Address any issues from the day and review key performance notes.
- ☐ Confirm all staff have clocked out.
- ☐ Communicate any overnight updates or to-dos for the next shift.

Final Security Checks

- ☐ Confirm surveillance and alarm systems are active.
- ☐ Lock all entry points and perform a final walkthrough.
- ☐ Set alarms and exit the premises according to SOP.