

# PHONEHUB CHECK LIST

NAME: \_\_\_\_\_ Location: \_\_\_\_\_ Date: (MON) \_\_\_\_\_

## 1. Store Cleanliness (Daily)

M T W T F S

- Dust on cases, dirt on floor, glass, cases arranged, stuff laying around.
- Check repair room, tools in place, repaired phones has been called on.
- Check back store and bathroom, everything should be in place and clean.

## 2. Store Products (Saturdays)

- Follow up with sales associates for products missing or needs to be ordered.
- Check for missing repair parts, screens, batteries, tools.
- Count Phones ( Actual Count ) \_\_\_\_\_ ( System Count ) \_\_\_\_\_
- Check Repair List ( Actual Repairs ) \_\_\_\_\_ ( System Repairs ) \_\_\_\_\_

## 3. Lateness, Absence & Uniforms

(Mon) Name/Time: \_\_\_\_\_  
(Tue) Name/Time: \_\_\_\_\_  
(Wed) Name/Time: \_\_\_\_\_  
(Thu) Name/Time: \_\_\_\_\_  
(Fri) Name/Time: \_\_\_\_\_  
(Sat) Name/Time: \_\_\_\_\_

## 4. Other Notes:

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**(1)** Check each circle that is done on the beginning of the day. **(2)** Check each circle after completed at the beginning of the week. Write in notes what is missing.  
**(3)** Name and time of late or absent. Or if not wearing uniform & Tag.  
Start sheet every Monday complete by Saturday. Person in charge name, location, date & initial has to be filled.

Initial: (SAT) \_\_\_\_\_