

Recovery Routine

Category Recovery

- ☐ **Cloth** - No overs, unders, elbows, empty hangers, or go-backs. Verify colorization and shopability.
- ☐ **Misc.** - No items on the floor and no go-backs. Toppers straightened with only wicker/plastic on the top shelf. Puzzles and Games standing, oversize toys cleaned-up.
- ☐ **Electric** - Product is organized and the test station is empty. No go-backs.
- ☐ **Linen** - No overs, unders, elbows, empty hangers, or go-backs. Pillows are organized and colorized. Luggage rack, purse, and wallets straightened.
- ☐ **Books** - No books or multi-media leaning. No empty shelf space or go-backs.
- ☐ **Shoes** - Blank space only on bottom rows. No unpaired singles or go-backs. Shoes should be tied. Everything is colorized.

Sales Floor Recovery

- ☐ Floor is swept; including under all racks and fixtures.
- ☐ Furniture and oversize Electric are straightened with no go-backs.
- ☐ Bathrooms are swept. When any remaining clean-up is complete, prop doors open with trash cans.
- ☐ All trash cans on the sales floor and in the bathrooms are emptied.
- ☐ Register stations are cleaned and swept; All cubbies and trash are emptied.
- ☐ New goods are stocked and drink cases are 100% full and faced.
- ☐ All go-backs from the front of the store are put away.

Production Recovery

- ☐ All stations are clean, recovered to PPM standard (including DA Desk), re-routes complete, and all hangars on tables and racks are filled.
- ☐ All Gaylords are labeled: Raw, Pulls, and As-Is.
- ☐ Remove all hangars from the tops of Z-racks.
- ☐ All trash containers emptied and the floor swept.
- ☐ Break-room - trash empty, tables and chairs straightened, counter-tops cleared