



STORE INSPECTION

Store _____ Date _____ Perfect Score: **159** Store's Score Today _____

I. MERCHANDISE - 11 points

		Standard	Not Standard
A.	<u>Rental</u>		
	<input type="checkbox"/> Rental Merchandise keyed in prior to inspection (fillable form)	_____	_____
	<input type="checkbox"/> Shirts, shoes (no used shoes on display)	_____	_____
	<input type="checkbox"/> All fitter coats clean (No buttons missing)	_____	_____
	<input type="checkbox"/> Fitter pants and shoes are clean and orderly	_____	_____
	<input type="checkbox"/> Fitter vests in order, clean (no buttons missing)	_____	_____
	<input type="checkbox"/> If fitter merchandise is cramped, boys & 50+ sizes are kept in backroom	_____	_____
	<input type="checkbox"/> Fitter shirts (cleaned regularly)	_____	_____
B.	<u>Retail</u>		
	<input type="checkbox"/> Adequate inventory of "retail" items and <u>one of each item</u> on display	_____	_____
	<input type="checkbox"/> Top hats are not displayed on top of bust forms	_____	_____
	<input type="checkbox"/> Current retail and Buy & Borrow price list on file	_____	_____
	<input type="checkbox"/> All retail items have SKU labels on them (if not, email sent to Retail)	_____	_____

II. VISUAL MERCHANDISING - 25 points

A.	<u>Selling Area</u>		
	<input type="checkbox"/> Current David's Bridal swatches or David's Look Book on display	_____	_____
	<input type="checkbox"/> Displays maintained neatly, bust forms bases are clean	_____	_____
	<input type="checkbox"/> Merchandise kept clean and lint brushed (vests are re-pressed)	_____	_____
	<input type="checkbox"/> Retail merchandise kept orderly and dust free	_____	_____
	<input type="checkbox"/> Displays changed promptly according to plan	_____	_____
	<input type="checkbox"/> General counter signs in good order/displayed properly	_____	_____
	<input type="checkbox"/> Hanger labels up to date and lapel magnets on appropriate jackets	_____	_____
	<input type="checkbox"/> Sleeve weights on every form or pinned if no sleeve weight	_____	_____
	<input type="checkbox"/> Shirt glass clean and dust free	_____	_____
	<input type="checkbox"/> Duratran working properly (all bulbs lit)	_____	_____
B.	<u>Store Front / Front Window Display</u>		
	<input type="checkbox"/> Sign fully lit during store hours including open signs (if applicable)	_____	_____
	<input type="checkbox"/> Sign clean	_____	_____
	<input type="checkbox"/> Banners hung per plan and perfectly upright	_____	_____
	<input type="checkbox"/> Windows clean inside and out (includes sills), no tape on windows	_____	_____
	<input type="checkbox"/> Door clean inside and out	_____	_____
	<input type="checkbox"/> Doorway entrance kept clean	_____	_____

		Standard	Not Standard
<input type="checkbox"/>	Doormats dry-cleaned	_____	_____
<input type="checkbox"/>	Store hours posted and sign is professional	_____	_____
<input type="checkbox"/>	Window lights lit	_____	_____
<input type="checkbox"/>	Window fixtures undamaged	_____	_____
<input type="checkbox"/>	Window display changed per policy	_____	_____
<input type="checkbox"/>	Window displays free of dust	_____	_____
<input type="checkbox"/>	Window floor clean	_____	_____
<input type="checkbox"/>	Is my backroom door or curtain closed, can you see my backroom from selling area?	_____	_____
<input type="checkbox"/>	Wastebaskets should not be visible to customers	_____	_____

III. HOUSEKEEPING - 35 points

A. Sales Floor Maintenance

<input type="checkbox"/>	All lights working	_____	_____
<input type="checkbox"/>	All light fittings clean	_____	_____
<input type="checkbox"/>	Mirrors, windows clean	_____	_____
<input type="checkbox"/>	Floor, carpet clean	_____	_____
<input type="checkbox"/>	Fixtures dusted, polished	_____	_____
<input type="checkbox"/>	Spotlights directed appropriately	_____	_____
<input type="checkbox"/>	Ceiling tiles replaced as necessary	_____	_____
<input type="checkbox"/>	Dressing rooms clean, proper signage	_____	_____
<input type="checkbox"/>	Fixtures moved periodically when vacuuming	_____	_____

B. Back Room

<input type="checkbox"/>	Restroom clean (wall, floor, mirrors) (Is restroom customer friendly?)	_____	_____
<input type="checkbox"/>	Toilets working, toilet paper available	_____	_____
<input type="checkbox"/>	Sinks clean, draining properly, towels, soap available	_____	_____
<input type="checkbox"/>	Mops, brooms etc. <u>off the floor</u> in bathroom or backroom	_____	_____
<input type="checkbox"/>	No merchandise in restroom	_____	_____
<input type="checkbox"/>	Paper products in stock and labeled	_____	_____
<input type="checkbox"/>	Cleaning products in stock and labeled	_____	_____
<input type="checkbox"/>	Spare bulbs, tubes in stock and labeled	_____	_____
<input type="checkbox"/>	Restroom and all trash emptied daily and as needed	_____	_____
<input type="checkbox"/>	Desk organized and clean	_____	_____
<input type="checkbox"/>	Back area floor clean	_____	_____
<input type="checkbox"/>	Outgoing retail organized	_____	_____
<input type="checkbox"/>	Alterations area clean and organized	_____	_____
<input type="checkbox"/>	Appliances kept clean inside and out (refrigerator, microwave, etc.)	_____	_____
<input type="checkbox"/>	Backstock shirts & pants in order	_____	_____
<input type="checkbox"/>	Mailboxes (if applicable) empty and only used for daily communication	_____	_____
<input type="checkbox"/>	No speakers or extra chairs available	_____	_____

		Standard	Not Standard
	<input type="checkbox"/> Memos/Bulletins in order	_____	_____
	<input type="checkbox"/> No personal clothing left in store	_____	_____
C. <u>Counter Area</u>			
	<input type="checkbox"/> Counters clean of everything (supplies and paper are out of sight)	_____	_____
	<input type="checkbox"/> Counter storage clean and tidy	_____	_____
	<input type="checkbox"/> Floor behind counter clean and vacuumed	_____	_____
	<input type="checkbox"/> POS monitor screen clean, back of POS dust free	_____	_____
	<input type="checkbox"/> POS keyboard clean	_____	_____
	<input type="checkbox"/> Stock of retail bags maintained	_____	_____
	<input type="checkbox"/> Trash emptied daily or more often, as needed	_____	_____
	<input type="checkbox"/> Wastepaper bags in wastepaper cans (is it hidden from customers' view?)	_____	_____
	<input type="checkbox"/> All "ugly" wires near counter are hidden (as much as possible)	_____	_____
	<input type="checkbox"/> Credit card machines clean	_____	_____
	<input type="checkbox"/> Customers would think my counters are clean & organized	_____	_____
D. <u>Safety</u>			
	<input type="checkbox"/> First aid kit in place and staff informed of location	_____	_____
	<input type="checkbox"/> Fire extinguishers operational and hung up	_____	_____
	<input type="checkbox"/> Fire extinguishers date last inspected: _____	_____	_____
	<input type="checkbox"/> Fire instructions posted (Pull, Aim, Squeeze, Sweep)	_____	_____
	<input type="checkbox"/> NO SMOKING sign posted in backroom	_____	_____
	<input type="checkbox"/> Red EMERGENCY PHONE NUMBERS notice posted (red sheet)	_____	_____
	<input type="checkbox"/> COVID supplies (masks, gloves, hand sanitizer etc.)	_____	_____

IV.ADMINISTRATION - 34 points

A. <u>Organization</u>			
	<input type="checkbox"/> Peg board to plan: (Employee phone #'s, store phone #'s, etc.)	_____	_____
	<input type="checkbox"/> Peg board: Adjustment orders, backstock cards, retail sales orders, dates correct, etc.	_____	_____
	<input type="checkbox"/> Outgoing retail sales have store order form and are called regularly	_____	_____
	<input type="checkbox"/> Customer Satisfactions (CS Reports) saved in POS	_____	_____
	<input type="checkbox"/> Bank Deposit Log up to date and store copies in order with bank receipts	_____	_____
	<input type="checkbox"/> Payroll Budget in POS & up to date	_____	_____
	<input type="checkbox"/> Wintux Manual kept under front counter	_____	_____
	<input type="checkbox"/> Lost/Late Return on Wintux up to date and scanning in order/notes	_____	_____
	<input type="checkbox"/> Outstanding Balance on Wintux up to date with notes on orders	_____	_____
	<input type="checkbox"/> Daily Figure Book in order	_____	_____
	<input type="checkbox"/> All outgoing orders are GAPIED properly with <u>Written Wedding Planner</u>	_____	_____

		Standard	Not Standard
<input type="checkbox"/>	Retail stock transfers done properly and promptly and copies on peg board	_____	_____
<input type="checkbox"/>	Nightly Totals: copies stapled to Register Balance Sheet	_____	_____
<input type="checkbox"/>	Working papers of under 18 associates on file at store	_____	_____
<input type="checkbox"/>	Competitive pricing posted in back room (rental)	_____	_____
<input type="checkbox"/>	"Our Store's Projection Sheet" done daily & posted	_____	_____
<input type="checkbox"/>	Retail Inventory Viewer matches stock in store. (Done before inspection)	_____	_____
B.	<u>Wedding/Group Files</u>		
<input type="checkbox"/>	Written Wedding Planner information also on Wintux Event Page	_____	_____
<input type="checkbox"/>	No yellow copies (all yellow copies should be off event planners)	_____	_____
<input type="checkbox"/>	Order Status checked at 4 weeks for missing items, second fitting dates, measurement math, and pricing	_____	_____
<input type="checkbox"/>	Potentials ... follow up regularly and indicated on folder (where are they?)	_____	_____
<input type="checkbox"/>	Price list in every event file	_____	_____
<input type="checkbox"/>	Measurements look proper and store is following measurement math rules (OB, BB and ELD) clearly stated with height and weight in notes	_____	_____
<input type="checkbox"/>	Web emails followed up on per policy. Where are they?	_____	_____
<input type="checkbox"/>	"Hot Files" telephoned. Wintux Quality Control sheet in each folder (any wedding w/ less than 3 measurements taken/follow up sheet inside)	_____	_____
<input type="checkbox"/>	Singles, group event for every week and dates proper	_____	_____
<input type="checkbox"/>	All 64 plus orders have "try ons" indicated and notes on original order	_____	_____
<input type="checkbox"/>	Written Wedding Planners filled out completely and thoroughly	_____	_____
C.	<u>This Week's Orders</u>		
<input type="checkbox"/>	Quality Control Checklist complete and thorough	_____	_____
<input type="checkbox"/>	Wall pockets for Quality Control Sheets in order	_____	_____
<input type="checkbox"/>	All brides and grooms contacted	_____	_____
<input type="checkbox"/>	Single files in order	_____	_____
<input type="checkbox"/>	Order Status checked for this week (ie. Not fitted)	_____	_____
<input type="checkbox"/>	Wedding Singles have Members Page printed (if 3 or more)	_____	_____
<u>V.PROMOTIONS - 14 points</u>			
<input type="checkbox"/>	Staff fully aware of details of promotions, meeting agenda on file	_____	_____
<input type="checkbox"/>	High school books set up ... with all Prom Progress Reports for this year (using all last year's schools my store contacted, not just Prom Progress Reports office sent me)	_____	_____
<input type="checkbox"/>	All high school information obtained: Class advisor's name, class size, school address and phone, class president's name	_____	_____

		Standard	Not Standard
<input type="checkbox"/>	The school wasn't cooperative to give me this information, but I used my creative Tuxedo Junction mind and got it anyway! (no excuses please ... get off your "butt" and visit the school, if need be)	_____	_____
<input type="checkbox"/>	High school reports sent to office on time with this year's prom numbers on them	_____	_____
<input type="checkbox"/>	Prom Agent Countdown posted at counter (March 1 - June 30)	_____	_____
<input type="checkbox"/>	Prom chart in order (March 1 - June 30)	_____	_____
<input type="checkbox"/>	Company-wide contest board in order (if applicable)	_____	_____
<input type="checkbox"/>	General Contact web emails contacted- where do I keep them?	_____	_____
<input type="checkbox"/>	Web Wedding Registrations contacted- where do I keep them?	_____	_____
<input type="checkbox"/>	Leadster emails to bride done timely and notes on file	_____	_____
<input type="checkbox"/>	Leadster calls made regularly and notes on file	_____	_____
<input type="checkbox"/>	A space has been devoted in my store for Appointment cards and/or appointments/Appointment book	_____	_____
<input type="checkbox"/>	Number of Leadster emails & calls done last 30 days (print out from Reporting)	_____	_____
<input type="checkbox"/>	Google, Yelp, Mall & TJ Website match our actual store hours	_____	_____

VI. SALES PERSONNEL - 8 points

<input type="checkbox"/>	Follows acceptable standards of dress (by manager)	_____	_____
<input type="checkbox"/>	Enforces company dress code & cell phone policy	_____	_____
<input type="checkbox"/>	Store conducts at least one meeting per month (agendas on file)	_____	_____
<input type="checkbox"/>	Training Manual Copy of test	_____	_____
<input type="checkbox"/>	Training Recaps on new associates up to date with Nancy Marotta (inspector: Call Nancy to verify)	_____	_____
<input type="checkbox"/>	All associates over 12 weeks of service are certified (inspector: call Nancy to verify)	_____	_____
<input type="checkbox"/>	Consultant Job Responsibility and Performance Evaluation is posted and visible	_____	_____
<input type="checkbox"/>	Blank Wedding Mystery Shop is posted and reviewed	_____	_____

VII. CUSTOMER SATISFACTION / STORE ATMOSPHERE - 6 points

<input type="checkbox"/>	Customers encouraged at Second Fittings and at return for <u>Store Reviews</u>	_____	_____
<input type="checkbox"/>	1, 2, and 3-star reviews followed up on	_____	_____
<input type="checkbox"/>	Customer Satisfaction Reports accessible and followed up on and employees know how to use	_____	_____
<input type="checkbox"/>	Phone shoppers handled promptly and encouraged to make an appointment. Are SAPPA instructions near telephone?	_____	_____
<input type="checkbox"/>	Music appropriate if available	_____	_____
<input type="checkbox"/>	Large SMART catalog in good order with correct catalog headers, stand is clean and "on display" stickers placed	_____	_____

		Standard	Not Standard
VII. <u>SUPPLY CHECKLIST - 26 points</u>			
<input type="checkbox"/>	Bank deposit slips, envelopes or bags	_____	_____
<input type="checkbox"/>	Adequate supply of catazines and they are on display	_____	_____
<input type="checkbox"/>	Wedding Planners, plastics	_____	_____
<input type="checkbox"/>	Shirt button extenders	_____	_____
<input type="checkbox"/>	Retail transfer bags	_____	_____
<input type="checkbox"/>	Audit Bags	_____	_____
<input type="checkbox"/>	Tape measures	_____	_____
<input type="checkbox"/>	Retail Tailor that we use posted in back and business cards up front	_____	_____
<input type="checkbox"/>	Vacuum cleaner bags and belt	_____	_____
<input type="checkbox"/>	Extra zipper TJ rental bags	_____	_____
<input type="checkbox"/>	Pens, markers and copy paper	_____	_____
<input type="checkbox"/>	Garbage bags including wastepaper bags	_____	_____
<input type="checkbox"/>	Mineralizer Filter for steam iron has been changed	_____	_____
<input type="checkbox"/>	Blindstitch machine has notice re-sleeve alterations (not to be done)	_____	_____
<input type="checkbox"/>	Spare toner cartridge for printer kept near the printer	_____	_____
<input type="checkbox"/>	Alteration kit:		
	<input type="checkbox"/> Needles	_____	_____
	<input type="checkbox"/> Black and white thread	_____	_____
	<input type="checkbox"/> Blind stitch needles	_____	_____
	<input type="checkbox"/> Marking chalk	_____	_____
	<input type="checkbox"/> Seam ripper	_____	_____
	<input type="checkbox"/> Straight pins	_____	_____
	<input type="checkbox"/> Ruler	_____	_____
	<input type="checkbox"/> Scissors	_____	_____
	<input type="checkbox"/> Oil for blind stitch machine	_____	_____
	<input type="checkbox"/> Tide or bleach pen	_____	_____

VIII. CURRENT LABOR DEPT. REGULATIONS (FEDERAL POSTER) (no points)

<input type="checkbox"/>	Military Family Act	_____
<input type="checkbox"/>	Federal Minimum Wage	_____
<input type="checkbox"/>	OSHA - Job Safety and Health	_____
<input type="checkbox"/>	USERRA Rights	_____
<input type="checkbox"/>	Sexual Harassment Employee Rights	_____
<input type="checkbox"/>	Employee Polygraph Protection Act	_____
<input type="checkbox"/>	Workers with Disabilities Employee Rights	_____
<input type="checkbox"/>	Equal Employment Opportunity	_____
<input type="checkbox"/>	Family and Medical Leave Act of 1993	_____

CURRENT OHIO STATE LABOR POSTER

- ☐ Equal Employment Opportunity - Ohio Civil Rights Act _____
- ☐ Ohio Minimum Wage _____
- ☐ Ohio Minor Labor Laws _____
- ☐ Bureau of Workers Compensation Certificate of Premium Payment _____

CURRENT NEW YORK STATE LABOR POSTER

- ☐ Permitted working hours _____
- ☐ Deductions from wages _____
- ☐ State of NY Division of Human Rights _____
- ☐ New York State Public Employees Labor Law Information _____
- ☐ Minimum Wage Information _____
- ☐ No Smoking Poster _____
- ☐ New York State Unemployment Insurance _____
- ☐ Requirements Notice of Fringe Benefits and Hours _____
- ☐ Access to Employee Exposure and Medical Records _____
- ☐ Time off for Voting _____
- ☐ Workers Compensation Information _____

CURRENT PENNSYLVANIA STATE LABOR POSTER

- ☐ Employment Provisions Pennsylvania Human Relations Act _____
- ☐ Pennsylvania Worker and Community Right to Know Act _____
- ☐ Unemployment Compensation Information _____
- ☐ Abstract of the Child Labor Law _____
- ☐ Abstract of the Equal Pay Law _____
- ☐ Workers Compensation Insurance Company Information _____
- ☐ Minimum Wage Law Summary _____

Store _____

Today's Date _____

Follow up notes, comments on this inspection:

Will the overall store appearance make your customers say, "Wow!"?

☐ Yes

☐ No

Manager's top 3 priorities as a result of this inspection:

1)

2)

3)

Implementation date to be completed for the above:

I have been explained each of the standards. I understand that I am responsible for these standards and understand that any score of less than 139 (88%) may be cause for my dismissal.

Manager's Name _____

Manager's Signature _____

Sales Manager's/Company Officer's Signature _____

OUR STORE'S WEDDINGS

Do we have many potential cancellations?

Store _____ Date _____

Total number of _____ weddings on file: _____
(year)

Total number of _____ weddings with fewer
than 3 people fitted and/or no styles
selected (HOT) (no matter when reserved or
date of wedding): _____

Percentage HOT weddings to total weddings: _____

**Must be completed
by opening date of Store Inspection**



STORE INSPECTION

Store _____ Inspection Date _____

RENTAL MERCHANDISE Managers please complete this info **before** your inspection date

This is a fillable form on “Forms Page”

COATS

Designer _____ Style # _____ Color _____	Designer _____ Style # _____ Color _____
Designer _____ Style # _____ Color _____	Designer _____ Style # _____ Color _____
Designer _____ Style # _____ Color _____	Designer _____ Style # _____ Color _____
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STORE INSPECTION

Store _____ Inspection Date _____

RENTAL MERCHANDISE Managers please complete this info *before* your inspection date

This is a fillable form on “Forms Page

VESTS

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STORE INSPECTION

Store _____

Inspection Date _____

RENTAL MERCHANDISE Managers please complete this info ***before*** your inspection date

This is a fillable form on “Forms Page”

SHOES

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COMPETITIVE PRICING

WEDDINGS/PROMS

DATE:

MEN'S WEARHOUSE CURRENT SPECIAL:

JOS. BANK CURRENT SPECIAL:

_____ CURRENT SPECIAL:

_____ CURRENT SPECIAL:

PLEASE POST IN BACKROOM