



Daily Plant Care Checklist

Date: _____ Completed By: _____

Daily Plant Inspection

- Inspect every plant for overall health and appearance.
 - Check each plant's soil moisture using a **moisture meter** or using your fingers.
 - Never water based on appearance alone.
 - Be sure you are testing the **soil**, not just the decorative moss.
 - Water only plants that require it.
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Plant Care Schedule

- Monday – Inspect and water as needed, special care for plants displayed outside.
 - Tuesday – Water Orchids.
 - Wednesday – Water all other plants.
 - Thursday – Saturday – Inspect and rotate plants for light and humidity – Check plants in high light level areas daily and outdoor plants.
 - Run mister daily.
 - Mist decorative moss as needed to keep it fresh and improve moisture retention.
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Plant Presentation

- Ensure every plant sits securely inside its decorative container.
 - Add Oasis Floral Foam if a plant is loose or unstable.
 - Cover exposed nursery pots or visible soil with decorative moss.
 - Remove dead leaves, spent blooms, or damaged foliage.
 - Check for insects or signs of disease.
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Display Maintenance

- Rotate plants as scheduled (weekly) to promote even growth.
 - Polish leaves on new or dusty foliage plants using Green Glo Leaf Shine.
 - Wipe away excess leaf shine for a clean, natural appearance.
 - Ensure all plants are clean, attractive, and display ready.
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Outdoor Display

- Place approved green plants on the outdoor display when weather permits.
 - Check outdoor seasonal display plants and other organic products daily for condition. This includes fall pumpkins, seasonal outdoor flowers and display and landscaping plants.
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Inventory & Quality Control

- Identify orchids that are fully bloomed and eligible for a 50% markdown.
 - Obtain approval from manager on duty before marking down any other plants.
 - Pull plants that no longer meet Tiger Lily quality standards for return to Camp, including:
 - Faded or dried blooms (bromeliads, anthuriums, etc.)
 - Severely lopsided plants
 - Heavily trimmed or damaged plants
 - Any plant you would not personally purchase
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Final Walkthrough

- All plants watered appropriately.
- Displays are neat, clean, and fully stocked.
- Decorative pots and containers are clean.
- No exposed soil or nursery pots visible.
- All plants meet Tiger Lily presentation standards.



Daily Opening and Operations Checklist

Our Guest Experience Comes First – Drop everything when a guest enters.

Our showroom reflects our commitment to providing exceptional guest experience. Every guest should walk into a clean, organized, and welcoming environment. First impressions matter.

Date: _____ **Completed By:** _____

Before Opening - Store Readiness

- Turn on and log into all computers and DOVE.
 - Review and complete daily action items and process online orders.
 - Check voicemail messages.
 - Check email and respond to urgent items.
 - Place the cash drawer in the register.
 - Empty the cooler overflow bucket.
 - Straighten the showroom.
 - Sweep floors and dust as needed.
 - Inspect grab-and-go bouquets and mason jars and refresh or remake any that do not meet quality standards.
 - Refill copier and printer paper.
 - Water outdoor plants and displays as needed.
 - Place sidewalk signage and outdoor displays.
 - Turn on the **OPEN** sign.
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Throughout the Day

Inventory & Product Care

- Monitor inventory levels of everyday products.
- Notify the appropriate person when inventory is running low.
- Pot and price all newly received plants.
- Price and enter all new merchandise into the POS system.
- Remove damaged products and maintain attractive displays.

Housekeeping:

- Keep the showroom clean, stocked, and organized throughout the day.
- Clean cooler glass doors and display windows as needed.
- Wipe down and organize all front counter surfaces.
- Clean and organize the back counter.
- Sweep all shop floors.
- Sanitize all frequently touched surfaces like computers, Counters, phones, handles and doorknobs

Closing Procedures

- Bring all outdoor signs and displays inside.
 - Return grab-and-go bouquets, mason jars and floral product to the cooler.
 - Balance the cash drawer.
 - Secure receipts, cash, and required paperwork in the designated location and place overages and receipts in Managers office. .
 - Leave the sales floor clean, organized, and ready for the next business day.
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Additional To-Do List:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Daily Standard:

Every customer should experience a clean store, beautiful products, and outstanding service from the moment they arrive until the moment they leave



Closing Checklist

Date: _____ **Completed By:** _____

Floral & Plant Care

Bring all flowers and plants inside from the outdoor display. Spring Street Closing Checklist

- Bring all flowers and plants inside from the outdoor display.
- Return completed arrangements and loose stems to the cooler, if space permits.
- Sweep and organize the cooler.

Trash & Recycling

- Empty recycling if full.
- Empty trash if full.

End-of-Day Register Procedures

- Pull end-of-day sales reports.
- Count the cash drawer.
- Leave \$200 in the cash drawer for the next business day.
- Place the remaining cash and receipts into the correct daily deposit envelope.
- Store the deposit envelope with the cash drawer in the designated secure location.
- Place the "No Cash Left Overnight" sign on the plexiglass facing the front door.

Closing the Shop

- Change the OPEN sign to CLOSED.
- Lock all doors
- Shut down the computer.
- Turn off all lights, leaving track lighting on.
- Final walkthrough
- Set the alarm.

