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Opening Procedure Checklist

Week Commencing: __/__/__

Opening Procedures	Completed By Initials							Additional Comments
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Manager Checked Initials								

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Closing Procedure Checklist

Week Commencing: __/__/__

Closing Procedures	Completed By Initials							Additional Comments
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Manager Checked Initials								