

Store Operations Manual

Emergency Door Seal Policy

Primary Contact: Operations

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All emergency exit doors and when applicable the receiving door will be secured with a numbered seal.

Standard Operating Procedures

1. The Store Manager or key carrier in charge will be responsible for placing seals on all emergency exit doors, and when applicable the receiving door.
2. The date, time, door location, and associate initials are to be recorded on the log sheet.
3. The seals must be inspected twice daily, once prior to opening, and upon closing. All inspections must be recorded on the log sheet.
4. Receiving Door:
 - IC Stores: Seal the receiving door at the completion of receiving hours. For stores receiving night deliveries, the manager in charge shall break the seal and apply a new seal at the conclusion of the delivery.
 - Non IC Stores: Seal the receiving door whenever the store is closed for business and unoccupied; otherwise no seal is required on the receiving door.
5. If a seal is broken it must be replaced immediately and the appropriate log sheet sections completed by the Store Manager or key carrier in charge.
6. The seal logbook will be kept in the Store Manager's office. The opening manager must review and initial the previous day's log sheet.
7. The extra seals are to be kept in the safe.
8. Order replacement seals from your Loss Prevention Representative.