**PRIMARY RESTRUCTURE AND CLEANING LIST**

*Receiving and Warehouse Area:*

-Process and take all large items from back room to the sales floor

-Move siding near door to warehouse to siding shelf

-Rearrange items that need to be picked up and sort to side

-Possibly move/remove as much hotel furniture as able (so there is more room for operations)

-Clear out and make holding areas and signage for small items (that are held for 3 days)

-Make sanitization station for incoming items

*Store Appearances:*

-Move all items away from outside windows

-Sweep away dirt, bugs and other misc. items from the windows

-Clean outside windows on both sides

-Place all items back were necessary

*Hot Rod for Habitat Truck:*

-Clear space for HRFH Truck to turn around and exit the ReStore

-Make plan to remove truck before we start to accept donations if able

*Donations and Online Sale Item Pick-up/Drop-off Area:*

-Create plan and space to items to be picked-up or dropped-off

-Create clear signage for donners and customers to navigate through

- “Please stay in your car” “Do not unload your own donations”

- “We will unload the merchandise we are able to accept today”

- “Thank you for waiting we can only help one person at a time”

*Shopper Safety:*

-Create 2 sneeze guards for register area
-Create marketing signage to educate shoppers on how to check out
-Tape 6’ distancing suggestions on to the sales floor
-Create space around register areas to allow for distancing
-Tape arrow signage to the ground to help assisting customers as best flow practice

**SECONDARY RESTRUCTURE AND CLEANING LIST**

*Sinks and Plumbing Area:*

-Wipe clean all sinks, vanities and outsides of toilets

-Wipe down and clean off all sink shelves and toilet carts

-Sweep and clean under all sink shelves and toilet carts

-Make sure prices and measurements (when applicable) are clearly visible

*Cabinets:*

-Wipe down all cabinets and clean out inside of cabinets as well

-Measure length and width of cabinets and clearly mark them

-Clean off all shelves and flooring in cabinet area

- Make sure prices and measurements (when applicable) are clearly visible

*Millwork:*

-Remove all millwork from the shelves and clean the shelves

-Remove all dirty, cracked, faded or short (5 ft or less) pieces

-Install new/sturdy foot guard/holder and safety chains

-When putting millwork back on shelves, re-arrange in a sorted manner

 Casing to the left, then base, then wider accessories, then 1” accessories

*Lumber and Garage Doors:*

-Remove all lumber and garage doors from shelves

-Clean off all shelves and sweep surrounding area

-Label, group and price all garage doors (all parts should be clearly marked together)

-All garage doors should be on top shelf, any misc. parts should be discarded

-Dispose of all lumber under 4 feet in length

-When re-stacking lumber onto shelf stack like with like in vertical piles (not across rack)

*Mirrors:*

-Remove all mirrors from shelve, sweep and clean area

-Dispose of all dirty, cracked/broken, laminated particle board or excessively damaged mirrors

- When putting items back, re-arrange in a sorted manner, largest to smallest

*Windows:*

-Remove all windows, screens and shutters from shelves and area

-Dispose of any sashes and any broken or partial windows, shutters and screens

-Clean and re-organize shelving above windows, dispose of unnecessary items

-Clearly mark with signage any items for sale on the shelves above windows

-Place “NOT FOR SALE” signs on any appropriate items located in this area

-Clean and sweep under and around all shelving

-Put screens and shutters back arrange by size and style, dispose of any boxes

-Clean all windows (frames and panes)

- Make sure prices and measurements are clearly visible on all windows

*Doors:*

-Remove all doors and door hardware from shelves and area

-Dispose of any broken, damaged or partial doors (screen doors without all parts)

-Put all door hardware in the appropriate location (next to tools and plumbing shelves)

-Clean and re-organize shelving above doors, dispose of unnecessary items

-Clearly mark with signage any items for sale on the shelves above doors

-Place “NOT FOR SALE” signs on any appropriate items located in this area

-Clean and sweep under and around all shelving

-Clean all doors and make sure prices and measurements are clearly visible

-Put doors back, arrange by size

 Near side (closer to register), nearest aisle: exterior framed, then exterior unframed, then widest interior to narrow(est) interior

 Far side (closer to warehouse), nearest aisle: storm (with all parts), then screen, then bi-fold

- Rugs and other gaylords (near doors)

-Remove all items from the gaylords and clean them out completely

-Dispose of all dirty, cracked, faded or short (5 ft or less) pieces

-When putting items back, re-arrange in a sorted manner

*Shingles:*

-Dispose of all shingles, we no longer sell them unless there is an exception made

*Exterior Accessories and Siding:*

-Remove all exterior accessories from the shelves and clean the shelves

-Reduce stock of vertical storage, bundle like with like

-Dispose of all dirty, cracked, partial pieces, as well as any excessive product

-When putting exterior accessories back on shelves, re-arrange in a sorted manner
 gutter and downspout items should be re-located next to millwork area

-All complete boxes of siding should be stored on higher shelves

-All incomplete pieces of siding should be bundled together for shopping ease

-Signage should be visible and include items that are currently stocked there

*Appliances:*

-Remove all appliances from the aisle and shelves, sweep and clean area

-Dispose of any small appliances

-Dispose of all dirty, cracked/broken, unknown or misc. pieces

-Wipe down and clean off all appliances

-Make sure prices, new appliance agreement and descriptors (when applicable) are clearly visible

-When putting appliances back, re-arrange in a sorted manner

 Near side (closer to register), under shelf: dishwashers and mini-fridges main aisle: refrigerators and dryers

Far side (closer to warehouse), under shelf: in-cabinet and counter-top stoves
 main aisle: washing machines and misc. appliances

-All items placed on top of shelves should be appliance related and easy to see items only

-Clearly mark with signage any items for sale on the shelves above appliances

*Cabinet Door area (including items in that aisle):*

-Remove all doors, shelves, drawers and wood from shelves, sweep and clean area

-Dispose of all dirty, cracked/broken, laminated particle board or excessively damaged cabinet doors and drawers

-Dispose of all dirty, cracked/broken, excessively damaged or short (less than 24”) shelves

-When putting items back make sure that they belong in this section (cabinet doors, drawers and shelves only)

-When putting cabinet doors, shelving and wood back, re-arrange in a sorted manner
 largest to smallest, like with like, stored so they won’t fall off the shelf

*Furniture:*

-Move and sweep/clean underneath all furniture

-Wipe down and clean all hard goods:
 tables, dressers, bookshelves, desks, hutches, end/coffee tables and file cabinets

-Make sure all items are arranged in an appropriate sub-sections (like with like)
 Near side (closer to register): soft goods (couches and upholstered chairs)
 hutches and display cases
 dressers and chest of drawers
 bookshelves and end/coffee tables
 desks and file cabinets, etc.
 dining tables and chairs (office, hard and basic)

-Dispose of all dirty, cracked/broken, excessively damaged or cheaply made furniture

-Unstack all furniture pieces if able

-Make sure prices are clearly visible, re-price items as necessary

*Beds (Headboards and Frames):*

-Remove all bed frames, head/footboards from the aisle and shelves, sweep and clean area

-Dispose of all dirty, cracked/broken, unknown or misc. pieces

- Make sure all bed frames, head/footboards are bundled together and have measurements on them

*Flooring (Wood):*

-Remove all wood flooring from shelves, sweep and clean area

-Dispose of all unknown or misc. pieces under box QTY (20 sq ft min)

- Make sure all wood flooring is bundled together and has price and measurements on them

-When putting items back, re-arrange in a sorted manner

*Flooring (Tile:)*

-Remove all tile flooring from shelves, sweep and clean area

-Dispose of all dirty, broken, used (any glue/mortar on) or misc. pieces under box QTY (20 sq ft min)

- Make sure mosaic tile is separate and has price on them ($2 sq ft min)

-When putting items back, re-arrange in a sorted manner
 Largest tile should be facing register and CLOSEST to the ground (bottom shelves)
 Smallest tile should be facing warehouse HIGHEST off the ground (top shelves)

*Home Goods:*

* Remove all home good items from shelve, clean shelves
* Dispose of all dirty, broken or items missing parts
* When putting items back, re-arrange in a sorted manner
* Move items from the “RePurpose Room” back to shelving area when necessary
* Make sure bulk priced items (example plates) have bulk pricing signage clearly visible

*Plumbing Fittings:*

* Remove faucets (if any) and recycle
* Remove all items from the shelves and clean the shelves
* Dispose of all dirty and broken items and recycle any metal being disposed.
* Dispose of all but one bin of PVC fittings- place remainder in nice bin and label at $.50 each
* Other fittings (brass, copper, stainless, black, etc) should fit in one gondola facing or less
* Place in bins – mark stainless and black at $.25 each, brass at $.75 each and copper at $1.00
* Reorganize the peg hook items to look nicer- straighten vertical columns when possible
* Remove unused peg hooks
* Reorganize bath accessories and place with like and in bins
 Example: all towel rings in one bin together
* Give standard prices except for exceptional items, price those items individually

*Electrical Fittings:*

* Remove all items and clean off the shelves
* Dispose of all dirty and broken items and recycle any metal being disposed
* All conduit fitting should fit in one bin
* Wire should go on peg hooks when possible and have a visible price tag
* Switch plates and outlet covers placed in small bins (only 1 type of plate each), dispose of surplus
* Reorganize the peg hook items to look nicer- straighten vertical columns when possible
* Remove unused peg hooks

*Tool Bins:*

* Small hand tools (screwdrivers, etc.) merchandised into bins, each bin priced
* Dispose of anything with excessive dirt, that is broken, or has a price sticker older than 3 months
* Hang or merchandise all larger tools in clear and appropriate way (not in bins)

*Lighting:*

* Remove all light bulbs- clean off the shelves
* There should only be 1 bin of used/unboxed incandescent ceiling light bulbs
* There should be only 1 bin of used/unboxed flood light bulbs
* Clearly label and price all bins with light bulbs
* Remove compact fluorescent bulbs and place in lamps, or dispose of in the recycling room
* Dispose of all lights older than 3 months and recycle metal when possible
* Hang all hanging lights whenever possible, dispose of the oldest looking lights
* Remove all globes and shades from shelves and clean off the shelves
* Dispose of all track lighting that is not a complete set (track, fixtures, caps)
* Remove all ceiling fans and make sure they each have the following:
	+ All fins and brackets
	+ Mounting brackets
	+ Screw to mount the fins
	+ All globes
* Dispose of all fans with missing/broken parts and/or dirty
* Dispose of all lights that are dirty or have missing/broken parts

*Door Hardware:*

* Remove all items from the shelves and clean the shelves
* Group doorknobs by type: deadbolts, keyed entry, privacy, passage, dummy
* Dispose of all entry locks without keys
* Regular used door hinges should take up no more than one shelf
* Place hinges in bins by size, and mark each bin price separately
* Do not mark the hinges unless new or exceptional
* Group other items like with like (in some cases, you may just mark the price on the bottom)
* One-off-items should be hung on peg hooks and arrange in neat vertical columns whenever possible

*Outdoor/Landscape/Weird Catchall Section (behind the Furniture):*

* Remove all items from the shelves and clean the shelves
* All items must be on a shelf or be taller than your kneecap to stand alone
* Dispose of any broken or dirty items
* All long tools should be placed in a bin handle down that prevents items from spilling
* Make sure the price is visible without having to remove the tool

*Paint Area:*

* Remove all items from the shelves and clean the shelves
* All pain should have their color clearly dabbed on the lid.
* Remove all misc. items that are not paint and place in appropriate area
* Paint tools & accessories should all be marked individually and placed by tools
* If there are a lot of these items, use bins and/or pegs hooks
* Dispose of any partial containers of pain or other solvents
* Dispose of any paint if you notice rust or foul odor when you open the paint to dap the lid

*Area outside of office:*

* Items should be displayed not more than one item deep. Remove or dispose of all other merchandise
* Remove all items- sweep and mop this area
* Reserve some of this area for premium lumber flooring (MacDonld & Owen)

*Displace Case Near Register:*

* Remove all items from the shelves and clean the shelves
* Clean glass
* Reprice of dispose of all items older than 9 months