

# 4 Week Renovation Benchmark Checklist - Merchandising Service Organization Project

## Responsibilities

### 1-2 Weeks Prior to Project Start

Conference Call with Retailer, PM, DM, MSO Team, PRS, Lozier & Drop Ship vendors

### Week- 1

Monday- (Day 1)

- Kickoff meeting with Merchandise Service Organization team members, retailer, store manager discussing expectations, responsibilities, safety, cleanliness, and timelines.
- Walk through with Project Manager and retailer. Discuss Non-Discovery work in sku strategy as well as disposition on Non-Go-Forward product (NOP)
- Lozier/Madix truck delivered /packing list verified and begin installation
- Shelf Management materials delivered and secured
- Set up Merchandise Service Organization workstation. Include photo of workstation in Daily Field Report
- Locate and secure MSO Project Binder
- Start process of skating fixtures to the new location on the Ace store plan
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Tuesday - (Day 2)

- Continue skating fixtures to the new location on the Ace store plan
- Point of Purchase (POP) and Consolidation (Suffolk) delivery received, checked in. Log an issue in

Ace Project Place if anything is missing from the order

- Determine staging area for consolidated order. Keep organized and clean
- Continue Lozier/Madix fixture installation
- Wall Blocking upright installation. Verify and inspect if completed by the retailer
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Wednesday- (Day 3)

- Continue skating fixtures to the new location on the Ace store plan
- Verify all Plan-O-Gram's and locations match the Ace Merchandise Store Plan. Log any discrepancies in Ace Project Place
- Document any missing Lozier/Madix fixtures in Ace Project Place
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- New Paint Shroud, Paint Studio retro fit sign, and new counters received and checked in; document any missing items in Ace Project Place
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Thursday-(Day 4)

- Delivery of 1st Discovery Order truck
- Lozier/Madix fixture installation complete
- Consolidated fixtures placed in section where they are to be installed
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Planograms and shelf management hung over each category
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Friday- (Day 5)

- Complete skating fixtures to the new location on the Ace store plan
- Place Consolidated fixtures in sections that have POG's with shelf management materials installed
- Begin merchandising of product (9% completion) Work in sku's (Non-Discovery)
- Remove old POP/Department signage
- Install Décor elements
- Receive all vendor drop ships
- Shelf bolting and peg board bolting completed and verified per Safety Fixture checklist

- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report and attach copy of this Benchmark Checklist

## **Week- 2**

### Monday- (Day 6)

- Continue merchandising (18% completion) Work in sku's (Non-Discovery)
- Install Aisle Marker Décor and End Cap signage. Leave category inserts out until merchandising in the entire aisle is complete
- Install overhead hanging Cornerstone Department signs
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

### Tuesday- (Day 7)

- Continue merchandising (27% completion) Work in sku's (Non-Discovery)
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Install Check Out and Helpful Hub Counters

- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
  - Submit Daily Field Report
- ### Wednesday- (Day 8)

- Continue merchandising (36% completion) Work in sku's (Non-Discovery)
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels

- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

### Thursday- (Day 9)

- Delivery of 2<sup>nd</sup> Discovery Order truck
- Continue merchandising (45% completion) Work in sku's (Non-Discovery)

- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report

- Submit Daily Field Report

### Friday- (Day 10)

- Continue merchandising (54% completion) Work in sku's (Non-Discovery)
- Place Consolidated fixtures in sections that have POG's with shelf management materials installed

- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report and attach copy of this Benchmark Checklist

## **Week- 3**

### Monday- (Day 11)

- Continue merchandising (63% completion) Work in sku's (Non-Discovery)
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Outside vendor sets/training begin this week, i.e. Hillman
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

### Tuesday- (Day 12)

- Delivery of 3<sup>rd</sup> Discovery Order truck
- Continue merchandising (72% completion) Work in sku's (Non-Discovery)
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

### Wednesday- (Day 13)

- Continue merchandising (81% completion) Work in sku's (Non-Discovery)
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Thursday- (Day 14)

- Receive/Merchandise RSC fill order truck product
- Continue merchandising (90% completion) Work in sku's (Non-Discovery)
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Friday- (Day 15)

- Continue merchandising (95% completion) Work in sku's (Non-Discovery)
- Place Consolidated fixtures in sections that have POG's with shelf management materials installed
- Shelf Management materials installation in progress. Including setting peg hook bin tag price labels
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report

- Submit Daily Field Report and attach copy of this Benchmark Checklist

**Week – 4**

Monday – (Day 16)

- Shelf Management materials installed 100%
- Complete merchandising (100% completion)
- Complete installation of Department Category Insert signage
- Install Cornerstone BBQ Canopies and Barn Boxes
- Install laydown Portico flooring (if MSO Team responsibility) BBQ Area
- Scan and print missing bin tags (retailer)
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Tuesday – (Day 17)

- Begin display assemblies (Weber, Big Green Egg, Traeger, Pressure Washers, Lawn Mowers, Wheelbarrows)
- Build pergola for BBQ/Outdoor
- Install Glass Cutter & Screen Table if in scope
- Safety fixture checklist per Safety Guide verified. Load copy in Ace Project Place
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report

Wednesday – (Day 18)

- Punch list walk with Team Lead, Project Manager, District Manager, Retailer, & Store Manager

- Complete display assemblies (Weber, Big Green Egg, Traeger, Pressure Washers, Lawn Mowers, Wheelbarrows)
- Assemble grill platforms, fuel racks, spice and rub rack, and pellet racks
- Punch list walk with Team Lead, Project Manager, District Manager, Retailer, & Store Manager
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report attaching updated copy of the punch list highlighting tasks completed

Thursday – (Day 19)

- Punch list execution
- Highlight the Ace Merchandise Plan with work completed for Daily Field Report
- Submit Daily Field Report attaching updated copy of the punch list highlighting tasks completed

Friday – (Day 20)

- Complete punch list
- Complete Fixture RGA Form and palletize fixtures by Suffolk, RSC, and Retail First. Final list gets emailed to the Project Support Specialist
- Complete Store Merchandise Feedback Loop and mail back to Ace Corporate. (Always obtain tracking number)
- Final Signoff completed by Retailer
- Final Photos Taken and Submitted into Ace Project Place