**New Store 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
* 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
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Tuesday - (Day 2)

* 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
* Install bulk merchandiser in Lawn/Garden for staging of the consolidated order. Keep organized and clean
* Continue Lozier/Madix fixture installation
* Wall Blocking upright installation. Verify and inspect if completed by the retailer
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Wednesday- (Day 3)

* 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
* Paint and DEQ order received (Chip Racks, Shakers, Tinters, Computer software) 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)

* Lozier/Madix fixture installation complete
* Assemble Ben Moore, C & K Chip Racks & Paint Studio Counter
* Install Check Out and Helpful Hub Counters
* Consolidated fixtures placed in section where they are to be installed
* Planograms and shelf management hung over each category
* Fixture Walk to be completed with PM
* 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)

* Install overhead hanging Cornerstone Department signs
* 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

**Week- 2**

Monday- (Day 6)

* Install Aisle Marker Décor and End Cap signage
* Receive the Epicor system
* Shelf Management materials completed and installed 100%. 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)

* Delivery of 1st Opening Stock Order (OSO) truck
* Begin merchandising of product (10% completion)
* Receive the Match Rite Color Match Computer
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Wednesday- (Day 8)

* Continue merchandising (20% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Thursday- (Day 9)

* Delivery of 2nd OSO truck
* Continue merchandising (30% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Friday- (Day 10)

* Continue merchandising (40% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

**Week- 3**

Monday- (Day 11)

* Delivery of 3rd OSO truck
* Continue merchandising (50% completion)
* Outside vendor sets/training begin this week, i.e. Hillman, Hy-Ko
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Tuesday- (Day 12)

* Continue merchandising (60% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Wednesday- (Day 13)

* Delivery of 4th OSO truck
* Continue merchandising (70% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Thursday- (Day 14)

* Continue merchandising (80% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Friday- (Day 15)

* Receive/Work RSC fill orders plus end caps and clip strips, etc.
* Continue merchandising (90% completion)
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

**Week – 4**

Monday – (Day 16)

* Complete merchandising (100% completion)
* Install Cornerstone BBQ Canopies and Barn Boxes
* Bin Tag Shelf Strips completed 100%
* Merchandise clips strips and cross merchandising
* Install laydown Portico flooring (if MSO Team responsibility) BBQ Area
* Scan and print missing bin tags (retailer)
* Work Punch List
* 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
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Wednesday – (Day 18)

* 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 execution
* Punch list walk with Team Lead, Project Manager, District Manager, Retailer, & Store Manager
* Lead emails punch list to stakeholders with updates
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Thursday – (Day 19)

* Complete remaining punch list tasks
* Lead emails stakeholders with completed punch list
* Highlight the Ace Merchandise Plan with work completed for Daily Field Report
* Submit Daily Field Report

Friday – (Day 20)

* 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