

Product Location Tracking (PLT) Setup Checklist

A third-party vendor representative and a Floor & Decor Manager (CEM, OM, DM) must review the following checklist upon completion of PLT Setup and print their name in the boxes below. Take at least one (1) photo for each applicable activity below:

Activity	Print Name (Vendor)	Print Name (F&D)
Does Aisle 1 start at the far right aisle of the Tile Department and is the store mapped in a clockwise direction?		
Facing the perimeter wall of the store in the aisles, are odd numbered Sections on the left and even numbered Sections on the right?		
Facing the perimeter wall of the store in each aisle, are End Cap (EC) Sections assigned to the aisle on their left?		
Are all locator tags straight and applied to a clean, flat surface? Picture Required		
Is there one locator tag for every 4ft in the Tile Department? Picture Required		
Is there one locator tag for every pallet position in the Deco Floor Department? Picture Required		
Are all locator tags on the floor protected by a clear shield? Picture Required		
Do all sample cubbies have one (1) locator tag per horizontal row? Picture Required		
Is all product surrounding the Registers scanned into a location?		
Is all product surrounding the Heart Attack Zone(s) scanned into a location?		
Is all product surrounding the Pro Desk scanned into a location?		
Is all product surrounding the Command Center Desk in the Customer Pickup area scanned into a location?		
Is all product surrounding the Design Center scanned into a location?		
Is all product outside scanned into a location?		
Are locator tags placed in the deco overstock area? Picture Required		
Do all non-steel locations in the warehouse have locator tags? Picture Required		
Does every aisle have a Floor Stack (FLS) Section with at least one Sales Floor (SLF) location? Is all product in Floor Stack (FLS) Sections scanned?		
Are all metrics on the PLT Report under 3%? If metrics are above 3% please include pictures of areas that are causing it. For example, multiple mixed pallets without SKU tags to identify the product.		