

Set Sign Off Sheet

POG NAME		POG Index & Version

I3PP/Dept PSA Mrg Initials	For more information on Standards and Guidelines for this and other sets....Go to Myloweslife under Lowe's Corporate Standards and Guidelines
	All beams, uprights, cross bars are clean. All old labels, double sided tape, glue resin, old aisle violator clips, screws have been removed and have been
	Price labels are neat, clean, straight and complete w/gray tape and Hinged Label Holder for products that are on the floor.
	BLACK LINES - Add "black lines" on the floor where there is no bottom beam. These need to be put down with a straight edge and Sharpie Marker. (Sharpie Stock Item #155448)
	FBMO's have been installed per the FBMO usage sheet and J-Bolts are installed properly if applicable.
	Top stock has been moved and placed accordingly.
	If applicable, all safety cables / beams, 2x2 or beam kickers and anchors have been installed properly.)
	If set is on an end cap the end cap, has it been secured by cable. Also over stock shelves have been blocked out with a bulk item where possible.
	All product has been stocked and fronted that are presently on hand and if needed an INF worksheet filled out and sent in.
	If applicable, the bay has been properly bin located and the red triangle installed at 80" to the top tip; also J-Hooks are at 72". Exception: Toolworld / Fashion Lighting will be 54" to the bottom tip on 60" racking.
	All carpentry and electrical items are complete.
	All displays , signage, pop, brochures are installed and secured correctly. Also, each Brochure holder must be labeled with phone number, vendor name and Literature number for replenishment on rack
	Any changes to the POG have been notated on the POG, initialed and dated.....Make sure the POG's are placed in the left most upright of the set along with the set signoff sheet, IMT, Project Detail Sheet
	All inventory issues have the correct color dot with date and quantity right top corner of the label. Blue Dot = On Order Yellow Dot = On hand and needs to be located Red = 0 on hand 0 on order
	Missing Item #'s:
	Missing Displays / Signage:
	Additional Notes:

Check box if you needed to add additional notes to page:

DATE	I3PP Contractor Group Date Lead / PSA Dept Mgr
By signing this document, I agree that this set was completed to Lowe's standards and guidelines. Any noted issues listed in the Quick Base system requiring our teams expertise pertaining to this set will remain our responsibility. Exception: If dedicated expertise is required after approved time in project has expired, the assigned Lowe's Project Manager will be required to get proper approval / scheduling from Lowe's CSC-M office staff.	
DATE	Lowe's Project Manager / PSS / MPSM / Store Manager
By signing this document, I agree that this bay is set to Lowe's standards and guidelines. I also agree that this bay will now become the stores responsibility to maintain and zone daily minus any noted incomplete items logged in the quick base system.	
DATE	Bay has exceptions and not 100% complete but has been verified with all that can be completed.