

# When is a Department Complete?

Use this checklist to ensure the department is complete per Walmart Store Planning expectations. The Field Project Manager (FPM) and Store Manager will review the department and confirm with Senior Team Lead that the department is completed and approved.

Completed	Task	Detail
	<b>Modular Approval Complete</b>	Have all mods within the department been set and approved by the Team Lead?
	<b>Air Space Corrected</b>	Ensure all air space within each section is reduced and space within the section is maximized.
	<b>ALL Labels in Place and Left-Hand Justified</b>	Each item number is labeled per the mod and the label is left-hand justified to the product.
	<b>Displays Installed &amp; Secured</b>	All required displays per the mod cover letter must be installed and secured according to instructions.
	<b>Fact Tags Installed Correctly</b>	Any required "fact tags" are in place per the mod cover letter.
	<b>Flagging Complete</b>	If product is not set, price label must be flagged.
	<b>End Cap Signing Complete</b>	End cap signing installed per mod.
	<b>Sidekicks Installed to Print</b>	Sidekicks must be installed and set to mod according to floor plan.
	<b>New Fixtures Installed</b>	Install any new fixtures as directed in the mod cover letter.
	<b>Existing Fixtures Clean</b>	Before adding product to section, clean entire fixture with Walmart approved cleaning product.
	<b>Under Gondolas Clean</b>	When moving a gondola or building a new gondola, remove product and debris under fixture and clean floor.
	<b>Aisle Location Installed to Playbook</b>	Walmart store team will install aisle location signage as noted in the Walmart Playbook.
	<b>Inventory Prep Labels Installed</b>	Walmart store team will place inventory prep labels as needed.
	<b>All Signing Installed and Existing Clean</b>	Install all new signage as directed and clean all existing signage.
	<b>Fast Track Changed Out or Cleaned</b>	Clean existing fast track. Replace existing fast track if broken.
	<b>Peg hook Covers Installed Correctly</b>	All peg hooks must have required peg hook covers with applicable label.
	<b>Gondolas / End Caps Anchored</b>	Walmart store team will ensure any gondola / end cap is anchored as required.