

Modular Approval Process



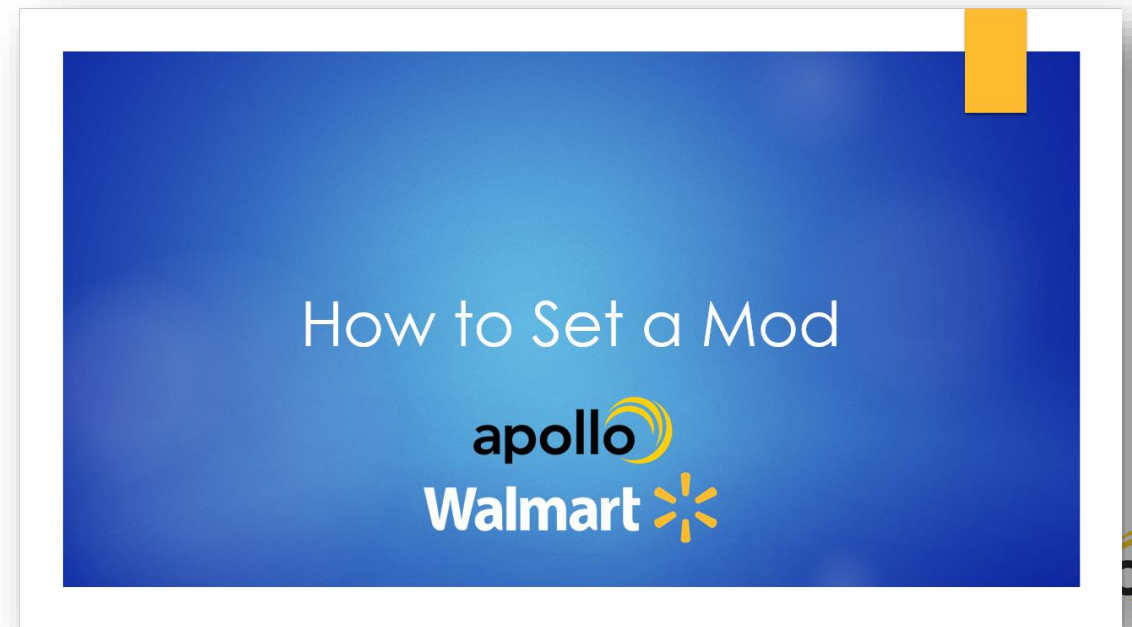
Setting a Modular

Before the Team Lead completes the approval process, the Apollo Walmart Remodel Team Member will complete the modular as assigned.

Modular completion steps include:

- Build and fixture the section.
- Using the modular sheet, install shelving, peg-hooks, and department specific fixturing.
- Correctly place sign holders and install signage.
- Clean all fixtures, shelves and signage.
- Ensure labels for each modular section are installed and left-hand justified.
- Sign and date modular once completed.

Refer to the “How to Set a Mod” training modular for specific direction.



Missing Fixture Form

MISSING FIXTURE FORM

Dept. & category:

Part #:

Description: Date Ordered:

Quantity:

MISSING FIXTURE FORM

Dept. & category:

Part #:

Description: Date Ordered:

Quantity:

Use “Missing Fixture Form” when missing a fixture or when fixture need to be replaced.

- Fill both portions of the form out identically.
- Top portion to be placed on area of missing fixture. This will communicate to store management and associates that the Team Lead has identified a missing fixture.
- Second portion is place in a designated area to be utilized by Field Project manager (FPM) to research and order fixture if needed.
- It is important to fill out all information accurately.

apollo

Walmart

Team Lead Approval

Once the team member completes the assigned modular, the Team Lead will complete the Modular Approval Process.

- Review modular cover letter to ensure all details are executed as directed.
- Verify that all fixtures, shelves and peg-hooks are in correct location. Refer to “notch” number on modular.
- Ensure labels are present and left-hand justified to approximate location.
- Verify each label to the label location number on the modular.
- Confirm all air space is corrected.
- Refer to team member on any corrections required.
- Once all corrections are complete, sign and date below team members sign-off.
- Inform Field Project manager (FPM) or Field Project Supervisor (FPS) that section is complete.



Store Planning's Role

Once all modulars within a department are completed and signed off by the Apollo Team Lead, Store Planning and Store Management will complete the final approval steps.

- The Store Planning Team and Store Management will walk all completed modulars within the department.
- The Store Planning Team and Store Management will review any unresolved issues noted by the Apollo Team Lead.
- The Store Planning Team and Store Management will review all Missing Fixture Forms.
- The Store Planning Team will address any opportunities with the Apollo Senior Team Lead.
- Once all opportunities have been recognized and corrected, Store Management will sign-off and assume responsibility for the department.



Additional Tools and Resources



Visit www.UniversityofApollo.com for additional Walmart Remodel Tools and Resources!

- How to Set a Mod
- When is a Department Complete?
- Topstock Standards
- Walmart Terminology and Acronyms



THANK YOU!



training@apolloretail.com



866.872.0666



4450 E. Adamo Dr. St. 501
Tampa, FL 33506

