

## Appendix 4-2

STORE LAYOUT PLANNING SHEET		
TYPE OF SPACE	ITEMS/FIXTURES	PRODUCT
<b>SELLING SPACE</b>		
Checkout area	e.g., 2 cash registers, 2 counters	e.g., shopping bags, cash register tapes, stamps, impulse buying products.
Product demonstration	Display cases, tables, glass cases	seasonal products: valentine day, Halloween, Christmas, Easter makeup, health products, specials
Fitting rooms	Clothing racks, desk, chairs, mirrors	Hangers, clothing control numbers
Display area	Shelves	Paper products, hair care, health products, food products, stationary, cleaning products, etc.
	Refrigeration units	Food products
	Glass counters	Makeup
Pharmacy area	Counter, Cash register, shelving, refrigeration unit	Pharmaceutical products
<b>Merchandise space</b>		
Product storage	Shelves, Refrigeration	All products sold in store
Supplies storage	Shelves	Shopping bags, cash register tapes, envelopes, pens, pencils, calculators, forms
		Cleaning supplies
<b>PERSONNEL SPACE</b>		
Washroom		Paper and cleaning products
Lunch area	Tables, chairs, microwave, refrigerator, coffee maker	Paper and cleaning products, coffee, tea and milk, water
Office	Desk, chair, filing cabinet, computer	Computer supplies, office supplies