Night 1

Locate all of the new fixture shipments and work with the store manager to find a place where they can be stored and stay accessible.

Each night request a Zebra printer from Lowes store manager for printing price labels. The store staff or MST team will need to show you how to use it the first night

Divide crews into Finish and Construction team.

General

Do not throw away any of the old pre-built fixtures or signage until the project is complete. These may need to be reused

Before down-stocking a bay, take the new planogram and match item numbers of the product on the shelf to their new positions. Write the new position on the old price label (Bay 3, Spot 15 can just be written as 3/15) and put the old label on the side of the box when you take it off the shelf. This will help identify product and speed up resetting in the new bay. If the product item bumber is not on the new planogram, label it as NOP (not on planogram) and store it separately.

All bays will product sitting on the floor underneath will need a line drawn on the floor designating the front edge of the bay for a pull forward line to dress product. Get a 2x4 from lumber, put it up against the front of the uprights, and trace the back edge with a sharpie to get a straight line.

Before building the Standing Pipe Deck, ask the Lowes PM, MST manager, or store manager if the deck needs to be painted. If so, ask for the paint code that they would like us to use. Clean up any paint that gets on the floor.

All bays with standing merchandise will need a safety cable. The store might have safety cable kits in receiving, or you may have to make one. If you have to make one, be sure to use uncoated steel cable.

While resetting a bay, tape a copy of the new planogram to the left upright so that they do not become lost

A new, clean copy of the planogram should be left in each bay after it is reset.

If you are missing grating for the decks in the shelves, you can cut 2x6's to lay across the beams. Cut boards should be spaced 0.5" apart.

Overstock shelves must have "waterfall" grating. This is the grating with a lip that hangs down over the beam. All other shelves need in-set grating that fits between the beams

All overstock shelves need 5.5" beams

Lumber is the only department that used the beams that bolt to the uprights. All other departments should have the beams that hook into the upright and have a safety pin.

Price Labels

Do not put the price stickers on before the product is on the shelf. This will throw off your spacing. Place all product on the shelf first, and then center each price label with the correct merchandise

The top of the price label needs to be flush with the “shadow line” on the lower beam. The shadow line is the slightly darker area of the beam before it bends over the top edge

Labels must be placed straight and level. If you have to remove a price label for any reason, print a new one to put back on. If the labels are even slightly wrinkled or damaged from trying to remove it, Lowes will not accept it.

If the new price label is printing with the bay and bin numbers on it, notify your POC with the store because this will need to be changed in their system and new labels will need to be printed and placed.

Items with double or triple facings will only have 1 price label placed on the beam in the center of the merchandise. If it is a double facing, the label will go between the 2 products. If it is a triple facing it will go under the center one.

Stocking

No more than 2 carts of material on the sales floor during the day. All merchandise should be set or temp set on shelving before opening. Do not start what you can’t finish. Complete each bay 100% before moving on if possible.

All merchandise must be shoppable and clearly labelled during the day

Move top stocked merchandise to the new bays each night. This will help you fill in missing product and facings

If a product is shown on the planogram but cannot be located anywhere in the store, place the price label on the beam as normal and check the Zebra printer or the Lowes app (you can download this on your phone from the app store) to see if the product is in stock. If so, ask for the MST or store team’s assistance to find it. It is still our job to ensure that this product makes it to the shelf in the correct location.

The store will still be receiving trucks during the reset and will be getting merchandise in that needs to be displayed or stored in the aisle. We will need to work with them on this, as they will not be familiar with the new layout when they bays start moving.

Identify a place in receiving or in top stock with the store manager to place NOP product during the reset. At the end of the project, they will receive direction on if the NOP product will be sold out or destroyed and thrown away

Licensed operators are authorized to use Lowes store equipment such as forklifts and cherry pickers if they are available.

When moving items displayed on peg-hooks, do not remove the items and put them in a cart. Get a piece of pegboard from the lumber departments and use this to move the product to the new bay while it is still on the peg-hook. The store may have mobile peg-hook fixtures available as well

Teams

Divide your overnight crew into a construction team and a finish team. The finish team is responsible for down stocking the old bays and restocking the new bays with price labels. The construction team is responsible for building shelves and bays, and setting elevations. If punch work begins to pile up, it may be beneficial to add a small punch team to close out issues and get bays signed off

Teach your temp laborers the merchandising standards and check up on them often. Use them for moving top stock and other product around whenever possible.

Every team member should be familiar with how to use the Zebra printer and how to access planograms.

Reporting

Excess steel and grating is usually stored outside in a locked cage or shipping container. Check this supply BEFORE reporting any missing commodities

When reporting missing steel - provide the dimensions of the upright/beam/ grating needed, the bay it is needed for, and the quantity needed

1 person needs to be responsible for all reporting. This will include submitting photos each day/night, a progress report halfway through the day/night, and a final report after speaking with the Lowes POC each day. These reports need to be detailed on work completed, any bays that are unfinished, and any issues found throughout the night

Bay status, start date, sign off date, and any issues should be tracked via the provided spreadsheet and sent back to Powerhouse each morning.