

# Retail Space Installation Planning Checklist

From the experts at Teamwork



We know that opening a new store, launching a seasonal campaign, or remodeling an existing space can be a high-pressure project. Deadlines are tight, every detail matters, and even small delays can push back your launch. That's why planning is everything.

This checklist by Teamwork is designed to help retailers, project managers, and brand teams prepare for every step of a retail installation. It's built on decades of experience from our field crews and project managers, who specialize in delivering spaces that are on time, on brand, and executed with precision.

Use this guide before the first box is opened on site and carry it through to the final walkthrough.

## 1. Pre-Project Preparation

Every successful rollout begins long before the crew arrives. Taking care of these steps ensures the installation starts smoothly:

- **Finalize Drawings & Floor Plans**  
Ensure all design documents are approved before crews arrive to prevent rework and delays.
- **Confirm Delivery Schedules**  
Verify fixtures, millwork, and graphics are scheduled to arrive on site ahead of installation.
- **Review Access & Requirements**  
Check landlord or mall regulations, permits, and loading dock access.
- **Coordinate with Teamwork Supervisors**  
Share key holder info, security procedures, and special site instructions.

## 2. Site Survey & Documentation

Skipping the survey is one of the most common causes of delays. Teamwork's survey and audit services ensure you start with accurate information:

- **Capture Accurate Measurements**  
Measure walls, ceilings, utilities, and floor layouts for a precise plan.
- **Document Existing Conditions**  
Note lighting, HVAC, flooring, or structural elements that may affect installations.
- **Share Survey Reports**  
Provide photos and notes to design and procurement teams for planning reference.
- **Identify Potential Challenges Early**  
Use survey insights to address issues before installation starts.

## 3. Fixture & Millwork Installation

Fixtures and millwork define how the store functions and feels. A precise installation sets the foundation for everything else:

- **Assemble Displays & Fixtures**  
Install gondolas, counters, and shelving according to the approved layout.
- **Install Custom Millwork**  
Fit cabinets, trim, and decorative panels with attention to detail.
- **Check Stability & Alignment**  
Ensure every fixture is level, secure, and safe for use.
- **Field Lead Review**  
Have Teamwork supervisors confirm placement matches the approved plan.

## 4. Graphics & Signage

- **Apply Vinyl Wall Wraps & Decals**  
Install graphics on walls, floors, and windows carefully to avoid bubbles or misalignment.
- **Mount Illuminated Signage**  
Test lighting and wiring to ensure proper brightness and consistency.
- **Verify Brand Consistency**  
Check that colors, placement, and sizing match brand guidelines.
- **Track Installations in CONNEXT**  
Monitor progress, photos, and updates through Teamwork's proprietary platform.

## 5. Seasonal Campaigns & Pop-Ups

- **Schedule Off-Hours Transitions**  
Plan installs during low-traffic periods to reduce disruption.
- **Use Durable & Flexible Materials**  
Temporary buildouts should withstand use but remain easy to remove.
- **Standardize Multi-Location Rollouts**  
Apply consistent instructions and timelines across national campaigns.
- **Coordinate with Teamwork Crews**  
Leverage our experience to ensure fast, efficient execution.

## 6. Quality Assurance & Handoff

- **Conduct Walkthroughs**  
Review every detail on-site with Teamwork project leads.
- **Inspect Finishes & Fixtures**  
Ensure graphics are smooth, fixtures are stable, and all elements are correct.
- **Capture Site Photos**  
Document completed work for approval and archival purposes.
- **Provide Closeout Package**  
Deliver as-built notes, timelines, and photos to the client for future reference.

## 7. Project Tracking & Communication

- **Access Real-Time Updates via CONNEXT**  
View daily progress, photos, and timelines in one centralized platform.
- **Maintain Proactive Communication**  
Stay informed with regular updates from Teamwork project managers.
- **Archive Project Records**  
Keep documentation for future remodels, seasonal campaigns, or multi-location rollouts.

## Why This Checklist Matters

A retail installation involves dozens of moving parts: fixtures, graphics, schedules, site access, and brand standards. Missing even one step can create delays or add costs. This checklist reflects how **Teamwork** manages installations every day: structured, precise, and transparent.

With the right preparation, a reliable field team, and tools like CONNEXT, you can launch your store or campaign with confidence.