Multi-site uniform rollout checklist

Tick each item off as you go. Every phase works back from one go-live date.

Project owner _____ **Go-live date** _____

Supplier contact _____ **Number of sites** _____

1. Scope, owners and budget

- [ ] List every site, staff numbers, roles and garments per person (include casuals and staff on leave)
- [ ] Appoint one project owner and a site contact at every location
- [ ] Agree who signs off the design, proofs and budget
- [ ] Check award or agreement clauses for uniform and laundry allowances
- [ ] Identify any PPE items, such as hi-vis or safety boots
- [ ] Apply to the Register of Approved Occupational Clothing if needed
- [ ] Set the go-live date and work backwards from it

2. Range and pilot

- [ ] Choose core lines that will still be available when you reorder
- [ ] Run a pilot with a small group for a couple of weeks, including washes
- [ ] Collect feedback on fit, comfort, fabric and logo after washing
- [ ] Write a short uniform policy: compulsory items, quantities, old uniforms

3. Sizes and order

- [ ] Send a fitting kit to every site
- [ ] Share one size form with every site contact
- [ ] Set a hard size deadline and send progress updates every few days
- [ ] Add a buffer of common sizes for each site
- [ ] Agree an order cut-off date with the supplier and lock the order

4. Proofs and production

- [ ] Approve a digital proof for every garment and logo position
- [ ] Check colours against Pantone references, names and role titles
- [ ] Approve a pre-production sample in daylight
- [ ] Get the production and shipping schedule in writing
- [ ] Confirm logo and embroidery files are kept on record

5. Packing and delivery

- [ ] Pack by person: bag labelled with name, role, site and sizes
- [ ] Carton by site with address, site contact and packing list
- [ ] Confirm receiving hours, access instructions and contact mobile
- [ ] Deliver at least one week before go-live
- [ ] Site contact checks cartons and reports problems the same day

6. Go-live

- [ ] Share the uniform policy with staff one to two weeks ahead
- [ ] Hand out bags in the days before go-live
- [ ] All sites switch on the same day
- [ ] Collect fit issues through one channel for the first fortnight
- [ ] Send one consolidated exchange order to the supplier

7. After the rollout

- [ ] Keep a central size register up to date
- [ ] Hold stock of common sizes for new starters
- [ ] Route all reorders through the project owner or an ordering portal
- [ ] Review stock levels every few months
- [ ] Collect, reissue, donate (logos removed) or recycle old uniforms

General guidance only. Check your award, enterprise agreement and WHS obligations for your own business.

Site tracker

One row per site. Share with every site contact and update it every few days.

Site	Site contact and mobile	Staff	Sizes in	Delivered	Checked	Handed out
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
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			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

Crest Promos manages multi-site uniform rollouts for Australian businesses, including fitting kits, packing and labelling by person and site and holding stock for reorders. Free digital proofs.
crestpromos.com.au