Retail store cleaning: what we clean

Take this sheet on a pre-opening walk and tick each area as you check it.

Store _____ **Address** _____

Walked by _____ **Date** _____

Entry and storefront

- ☐ Entry doors and storefront glass, inside
- ☐ Outside panes within reach
- ☐ Push plates and handles
- ☐ Sidewalk entry and vestibule

Sales floor

- ☐ Display tables and shelf edges
- ☐ Checkout counters and card terminals
- ☐ Mirrors polished
- ☐ Carpeted areas vacuumed
- ☐ Tile, vinyl, concrete or plank swept and mopped
- ☐ Sales floor bins relined

Fitting rooms

- ☐ Stray hangers and tags cleared
- ☐ Mirrors and benches wiped
- ☐ Floors vacuumed
- ☐ Bins relined

Customer restroom

- ☐ Fully cleaned every visit
- ☐ Toilet paper, towels, hand soap and seat covers refilled
- ☐ Manager told when a backroom case runs low

Back of house

- ☐ Stockroom swept
- ☐ Receiving area free of cardboard dust
- ☐ Break room cleaned, bin relined
- ☐ Staff restroom
- ☐ Manager's office trash out, cleared desk wiped

Seasonal and periodic

- [ ] Aisles scrubbed, burnished or carpet extracted
- [ ] Extra visits or porter hours in peak weeks
- [ ] Cardboard, shrink wrap and dust cleared after a reset
- [ ] Mall access, loading and trash rules followed
- [ ] Store alarm and key procedure followed

Notes