

Retail store cleaning: what we clean

Walk the store with your manager in a slow hour and tick each area to include.

Store _____ Address _____
Walked by _____ Date _____

Front door

- ☐ Door glass and push plate polished
- ☐ Entry mats shaken out or vacuumed
- ☐ Threshold strip wet-cleaned

Sales floor

- ☐ Shelf edges, end caps and table displays dusted in place
- ☐ Showcases and mirrors polished
- ☐ Wastebaskets emptied and relined
- ☐ Aisles cleaned for their surface
- ☐ Fixture corners reached with a detail tool

Checkout and fitting rooms

- ☐ Counter and card terminal housing disinfected
- ☐ Bag shelves wiped
- ☐ Mat behind the register cleaned
- ☐ Fitting room glass and seating
- ☐ Stray hangers cleared from hooks
- ☐ Fitting room floors

Customer restroom

- ☐ Mirror down to the floor drain
- ☐ Paper and soap topped up
- ☐ Your stock or ours (circle one)

Back of house

- ☐ Stockroom and manager's office
- ☐ Boxes and packing waste to your recycling point
- ☐ Break table and microwave front
- ☐ Receiving floor cleared
- ☐ Rear dock or service corridor (add-on)

Floors and busy weeks

- ☐ Tile and vinyl scrubbed and burnished on a cycle
- ☐ Polished concrete machine-scrubbed
- ☐ Carpeted departments cleaned
- ☐ Heavy floor work booked overnight
- ☐ Extra visits for back-to-school and holiday weeks
- ☐ Day porter hours for busy stretches

Notes
